



Pioneer Preparatory School

Preparing Young Minds for Lifelong Success

6510 W. Clarendon Ave | Phoenix, AZ 85033 | T: (623) 933- 3733 | F: (623) 252-0022
| www.ppslions.org



26-27 SY Family Handbook

Pioneer is a community school where scholars can learn and grow in a safe and welcoming community

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Should you have any questions or concerns about any of these policies, please call the office at 623.933.3733
Si tiene cualquier pregunta o preocupación acerca de estas políticas, por favor llame a la oficina 623.933.3733.

Mission Statement

The mission of Pioneer Preparatory School is to provide a rigorous and relevant curriculum with balanced support from staff, teachers, family, and community - providing scholars with the knowledge and wisdom to be self-sustaining members of our society. Scholars will meet and exceed academic standards ensuring their success as lifelong learners.

School Contact Information

Pioneer Preparatory School
A Challenge Foundation Academy
6510 W. Clarendon Avenue
Phoenix, AZ 85033
Phone 623-933-3733
Fax 623-252-0022
<https://www.ppslions.org/>

Non Discrimination

It is the role of Pioneer Preparatory School (PPS) to provide a safe and secure learning environment for all its scholars without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

Equal Education Opportunity

Pioneer Preparatory School is committed to a policy of equal educational opportunity for all students and to a policy of nondiscrimination (including non-harassment) based upon race, color, religion, sex, age, national origin, and disability, and provides equal access to the Boy Scouts and other designated youth groups. All individuals associated with the School, including, but not limited to, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment or discrimination based on a person's race, color, religion, sex, age, national origin, disability, immigration status, or sexual orientation and gender identity. Students with disabilities will have equal access to Pioneer Preparatory School and will be provided with such accommodations, modifications, and related services as are required by applicable state and federal law, including the Individuals with Disabilities Education Act ("IDEA") and Section 504 and their regulations.

Questions relating to this School's compliance with this provision and/or complaints alleging a violation of this provision, as it applies to students, should be filed with:

Courtney Martin

Courtney.Martin@ppslions.org

PH: (623) 933-3733

Sexual Discrimination Nondiscrimination Notice

In compliance with Title IX of the Education Amendments of 1972 and the Title IX regulations, the School does not discriminate on the basis of sex, including gender-based and sex-based discrimination, and prohibits sex discrimination in the School's educational programs and activities, including employment. This School is committed to maintaining an educational and working environment free from sex-based discrimination and harassment and encourages any student or employee who believes they have been subjected to discrimination on the basis of sex, whether by students or by School employees, to report their concerns to the School's Title IX Coordinator or any school employee. The School will comply with its Title IX Policy and Grievance procedures in handling such concerns and complaints. A copy of the Policy and procedures may be obtained by contacting the School's Title IX Coordinator.

The School's designated and authorized Title IX Coordinator is:

Araceli Arroyo

Araceli.Arroyo@ppslions.org

PH: (623) 933-3733

ADMISSIONS

Applications for New Scholars

Pioneer will begin accepting applications from new scholars for the upcoming school year in mid-April or during our open enrollment period.

Several factors determine an applicant's acceptance into the school or placement on the waiting list. Applicants who have siblings already enrolled in the school are given preference, and moved to the top of the waiting list. Scholars who do not have siblings attending Pioneer are placed on the waiting list.

For certain grades (for example, Kindergarten), there are new spaces available every year. For other grades, depending upon the number of scholars returning to the school and the number of sections opening for that grade, spaces may be limited.

If a student has been accepted to the school but does not register within 10 days, he or she is automatically withdrawn and the next student on the waiting list is invited to attend the school.

Applications for Re-enrollment

1. Scholars currently enrolled in and attending Pioneer Preparatory in good standing remain enrolled for the following school year, and are not required to submit a new application or go through the lottery process.
2. Scholars who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new scholars.

Vaccinations

- **Recommendations:** The Advisory Committee on Immunization Practices (ACIP) makes national vaccine recommendations that healthcare providers follow as the “best practice” to get the best protection from diseases that vaccines prevent. Not all of the vaccines recommended by the ACIP Immunization Schedule are required for school or child care attendance in Arizona.
- **Requirements:** Children are required by Arizona statute A.R.S. 15-872 to submit documentary proof of immunization to enter school, preschool, and child care, unless exempted according to section 15-873. The Arizona Administrative Code (A.A.C.) or rule R9-6-702 further explains the law by determining immunization requirements using the ACIP Recommended Immunization Schedule along with Arizona-specific vaccine decisions.

ACADEMIC INFORMATION

Academic Year

The length of the school year is 180 days. The school year is divided into two grading periods. Each grading period ends with a report card access from ParentVue, with two (2) Parent Teacher Conferences set during the year.

If scholars are academically on track by the end of the school year their school year will end in May. If scholars are not at grade level at that point, they will have 3 more weeks of school in the month of June to make certain they will be successful in the years going forward.

Academic Placement of Scholars

Pioneer Preparatory School believes that all scholars should be placed in instructional programs in which they can learn and achieve academically. Given positive motivation and appropriate instruction, scholars will progress satisfactorily throughout their entire school program. Therefore, when they enroll, scholars are placed according to age, grade, and ability level and encouraged to achieve in all areas of the curriculum. If parents do not agree with the School's placement decision, they may indicate their disagreement in writing to the school administrators, for review and a final decision by the Director.

Should the class placement of a pupil result in a marked deviation from the average age of classmates or present other unusual problems or circumstances, the child's teachers and the administration will review it, make a recommendation, and submit a request for approval to the Director.

Final decisions regarding disputed placements upon enrollment rest solely with Pioneer Preparatory School, and parents will be notified about the decision.

Scholar Honor Code

This School embodies a spirit of mutual trust and intellectual honesty that is fundamental to the process of learning. This Honor Code represents the highest possible expression of shared values among all members of this community. The Honor Code that we will model will help young scholars learn what constitutes appropriate behavior:

- Everyone at this school believes that trust and honesty are the building blocks of good character.
- I will always do my own work.
- I will always tell the truth.
- I will be responsible for my actions and words.
- I will do my best every day and will help others do their best.
- I will be polite, and I will be kind.
- I will look after things so that everybody can enjoy them.
- My school is a safe place where everyone can learn and everyone can look forward to coming to school every day. I promise to help to keep it that way.

Scholar Rights and Responsibilities

All scholars have the right:

- To feel safe in the school environment and to learn in an environment free from disruptions.
- To take full advantage of the learning opportunities and to take part in a variety of school activities.
- To respectfully express his/her opinions, ideas, thoughts, and concerns.
- To learn in a healthy environment that is free of alcohol, drugs, and tobacco/tobacco-related products.
- To expect courtesy, fairness, and respect from all members of the school community.
- To be informed of all rules, expectations, and responsibilities.
- To due process in any scholar discipline matters.

All scholars have the responsibility:

- To treat all members of the school community with courtesy, fairness, and respect.
- To respect school rules, expectations, and policies, including the policies in this handbook.
- To be sure that expressing his/her opinions, thoughts, and concerns does not interfere with the rights of others.
- To follow laws and school policies concerning alcohol, drugs, and tobacco/tobacco-related products.

Parent Rights and Responsibilities

As a parent at this School, you have rights and responsibilities. All parents have the right:

- To expect the School to provide a safe learning environment for your child.
- To expect the School to provide a free and appropriate public education to your child, regardless of whether your child has a disability or not.
- To expect courtesy, fairness, and respect from all members of the school community.
- To be informed of all rules, expectations, and responsibilities for your child.
- To be able to actively participate in your child's education within the parameters established by law and by the School's policies, and to request and have access to your child's written and electronic educational records.
- To review educational and teaching experience information about the Schools' current employees who provide instruction to scholars.
- To due process for your child in scholar discipline matters.
- To visit the School in accordance with the School's parent visit policy.

All parents have the responsibility:

- To ensure your child attends school regularly and on time.
- To ensure your child comes to school dressed appropriately and in compliance with this School's uniform and dress code.
- To contact the classroom teacher if your child is struggling.
- To demonstrate academic integrity when helping your child with at-home assignments and to support the value of at-home assignments.
- To provide, to the extent possible, a designated space and time at home for your child to study and to support your child's at-home learning.

- To show support for all School staff and behave respectfully and appropriately in interactions with School staff and while on-campus or at School-sponsored events, setting an example for your child and other School scholars.
- To refrain from taking actions that threaten the School community, including employees, and/or interfere with the School's educational mission.

The Arizona Department of Education is required to maintain a complete and up-to-date Arizona Parental Rights Handbook for charter schools. You can find that handbook here: <https://www.azed.gov/parents>.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the School Administrator. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.
- Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Eligible students may grant a parent/guardian permission to access their education records by completing and returning the appropriate authorization form available in the School office.

Additionally, the School may provide education records or information to parents of eligible students, without eligible students' consent, pursuant to any applicable FERPA exception.

FERPA Limited Directory Information Policy

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that protects the rights of students with qualifying disabilities. In addition to standard school records, education records for children with disabilities could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents, school staff, doctors and other health care providers, as well as other pertinent sources. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws, as described in 34 CFR 300.613, *et seq.* In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements under 34 CFR 300.624.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-872-5327 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office Arizona Department of Education U.S. Department of Education
Exceptional Student Services 400 Maryland Avenue, SW 1535 W Jefferson, BIN 24 Washington,
D.C. 20202-5901 Phoenix, AZ 85007

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability under any program or activity receiving federal financial assistance. Consistent with Section 504 requirements, Pioneer Preparatory School does not discriminate on the basis of disability in its programs or activities.

A student is qualified under Section 504 if he or she has, has a record of having, or is regarded as

having a physical or mental impairment that substantially limits one or more major life activities.

Some students may be eligible for educational services under both Section 504 and the IDEA. IDEA has separate eligibility requirements. Students who are eligible under the IDEA have rights and protections beyond those available under Section 504.

The Section 504 Process

- Your child has the right to an evaluation before the School determines if he or she is eligible under Section 504.
- It is important to remember that the presence of a physical or mental impairment does not automatically guarantee eligibility under Section 504. That impairment must substantially limit one or more major life activities for a student to be eligible.
- If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus.

Student Rights

Students have certain rights under Section 504, which can be found at 34 CFR 104.32-36. Your Student has the right to:

- Receive a free and appropriate public education (FAPE).
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.

The Right to Request Reasonable Accommodations

If qualified under Section 504, students can receive accommodations, including testing accommodations, and/or related aids and services to allow the student an equal opportunity to participate in school activities.

- Students with disabilities have the right to request reasonable accommodations for state/high-stake assessments.

If You Disagree with the School's Decision

If you disagree with decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you.

You have the right to file a grievance by filling out a Parent Complaint Form found in the Student Handbook and submitting it to Special Education Director. Contact the Special Education Director, Mrs. Jackie Sibley, at 623-933-3733 or email at Jackie.Sibley@ppslions.org for information on mediation, impartial due process, or filing grievance.

In addition, you have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. Phone: 206-607-1600/TDD: 206-607-1647
Website: www.ed.gov/OCR

Notice Regarding Teacher and Paraprofessional Qualifications

In accordance with state and federal law, parents and guardians of scholars attending the School may request information about teachers' and paraprofessionals' educational and teaching background and experience. The School will make such information available for inspection at the School upon request.

Arrival and Departure

Morning Arrival

Classes begin promptly at 8:30 AM. Scholars should not be dropped off or arrive before 8:05 AM or remain on campus after 3:45 PM except in supervised, school-sponsored afterschool activities.

All scholars should be dropped off in the pick-up/drop-off area.

Scholars who ride their bikes must park them as soon as they arrive on campus at the bike rack. The bikes should remain unused until the scholar departs at the end of the day. No bike riding, skateboarding, or skating is allowed on campus. Scholars must walk bikes through the school's parking lots upon arrival and departure.

Campus boundaries are clearly marked for the scholars by a cement wall and metal fences. Scholars must not pass these boundaries, climb fences, or enter an area that is closed to scholars.

Afternoon Dismissal

Upon dismissal from school, all scholars are to report directly to the designated pick-up areas or other assigned areas at which school-sponsored after-school activities are conducted or are to otherwise leave school premises by 3:45 PM. Scholars in after-school activities must have their belongings at the end of school **before** reporting to their activity; building and classroom doors may be locked after 4:00 PM. Unless enrolled in **supervised** afterschool activities/clubs or study halls, scholars should not be on campus past 4:00 PM. Scholars must be picked up in the designated area.

For safety reasons, please do not ask your child to meet you at other pick-up points. If a scholar chooses to leave the school boundaries (**designated area**) before 8:05 AM or after 3:45 PM, PPS is not liable for that scholar.

Most afterschool programs will be announced at the beginning of the school year. ANY SCHOLARS REMAINING ON CAMPUS AFTER 3:45 PM MUST BE IN A SUPERVISED ACTIVITY.

Closed Campus

For the safety of all scholars, this School is a closed campus. Outside school doors are kept locked. Parents who visit the campus may park in the front parking lot. All visitors, including parents of current scholars and scholars who have previously left the campus for the day without parental permission, must check in at the Front Office and obtain a Visitor Pass to access the campus. Visitors who have not checked in at the Front Office and obtained a Visitor Pass will be escorted to the front office and are subject to ejection from campus.

Book Bags

Scholars may use small, personal book bags or backpacks to transport items to and from home. Due to space and safety concerns, backpacks must fit under scholar desks. Space beneath the desk measures 7" wide and 10.5" high. Backpacks scattered on the floor of a classroom are an emergency evacuation hazard. Rolling backpacks or backpacks that are too large to fit under the desk are not allowed; there is no storage space for these large packs.

Learning Tools

Text books, chrome books, and headphones belong to the school. They are assigned to each scholar during the course of the school year.

It is expected that scholars will treat all tools with respect and will keep them in good condition for return at the end of the year.

If a scholar loses or damages a learning tool, parents/guardians are responsible for the cost of the replacement. A bill will be mailed to the scholar's home address. Report cards may be held.

Financial Assistance

Limited financial assistance may be available for field trips, uniforms, and supplies. Please contact the Director for additional information.

Supplies

Before the beginning of the school year, a scholar supply list will be posted on Pioneer's website and given out during Open House. Scholars are expected to bring basic supplies, which differ by grade level, to school.

Parent Association

The Parent Association is an organization committed to effective education at the School. Many parents and guardians are actively involved in fundraising, social, promotional, and educational projects for the school. Members are cordially invited to all meetings, and all parents are encouraged to contact the Parent Association directly for information, or with questions and concerns. Parent Association meetings are announced at the beginning of the school year. All parents are automatically members of the Parent Association and are strongly encouraged to

participate.

This includes the *Parent University*, a monthly gathering held on the school campus where parents meet to stay connected, informed, and engaged in school activities and initiatives.

Field Trips

Field trips offer exciting ways to learn. Scholars will have the opportunity to go on field trips throughout the school year. In order to participate in a field trip, scholars must return the Field Trip Permission Form to the School, signed by their parent/guardian, by the date specified. For your child's safety, no phone calls can be accepted as permission to attend a field trip.

Although field trips are an integral part of the class curriculum, scholars may not be allowed to go on a field trip even if they have not shown responsible behavior during the school session and are not in "good behavior status" or if they are subject to an out-of-school suspension at the time of the field trip.

Pioneer Preparatory Administrative team will determine whether a scholar is in "good behavior status" for the purposes of scholar eligibility to participate in a curricular field trip. Teachers can request that a scholar not be allowed to go on a field trip if the scholar has exhibited continuous behavior problems in a classroom and the teacher believes that the behavioral issues will jeopardize the health or safety of other scholars on the field trip or will interfere with the ability of other scholars to learn while on the field trip. Administration will make determinations regarding such teacher requests using the same procedures and criteria as apply to other disciplinary actions, and those decisions are not subject to appeal. Scholars who are not allowed on the field trip are expected to attend school on the day of the trip, and any absence will be recorded as an unexcused absence. If a scholar is not eligible to attend a curricular field trip, they will be offered an alternative assignment with the same learning objective to complete.

Bus Transportation

Pioneer Preparatory School is committed to ensuring the safety and well-being of all scholars during school-sponsored activities. The use of buses is strictly limited to school-approved field trips and special events. Buses are **not** used for daily scholar transportation to and from school. Parents who have their children use the bus service agree to the following:

- Parents must use appropriate language if in any discussions with the driver or any transportation staff. Please note that the driver is on a schedule and he/she may direct you to contact the School for further assistance.
- There is no smoking or vaping allowed on or near the bus at any time.
- Parents are not allowed on the bus at any time, unless they are asked to chaperone a field trip with a teacher present.
- Parents are not allowed to discipline another person's child. If you are concerned about the behavior of another bus rider, please contact the Assistant Director.
- If your child vandalizes or otherwise damages any portion of the bus, you will be required to reimburse the transportation company for repairing all of the damages.
- Scholars may bring permitted electronic devices on the bus, but parents and scholars are responsible for any loss or damage to a device. Once the scholar arrives at School, the Personal Electronic Devices and Cell Phone policies above are in effect.

The bus is an extension of the School. As such, Scholars who ride the bus are held accountable to the Student Code of Conduct and subject to potential disciplinary consequences. In addition, the following rules apply to scholars who ride the bus:

- At all times, you must listen to and respect the bus driver and any School staff riding the bus.
- You may not eat or drink anything but water on the bus, unless allowed by the driver with the understanding that you must properly dispose of your garbage. If you do not dispose of your garbage properly or you otherwise create a mess, the no-eating rule will be in effect.
- You must stay seated in your assigned seat, facing forward with feet out of the aisle until you leave the bus.
- You may not board or get off the bus at a different stop without prior parent/School staff authorization.
- If you bring items that are not allowed on the bus, the bus driver will take the items, and they will be given to School staff when you get to School.
- Do not open windows without the driver's permission. When windows are open, keep all body parts and objects inside the bus at all times.
- Do not throw paper or trash on the floor or out the window; please help keep the bus clean.
- Do not yell or play loud music while the bus is in operation.
- If you vandalize any portion of the bus, you may be subject to criminal charges in addition to school disciplinary action, and your parents may be required to pay for repairing any loss or damage to the bus.
- Allowed electronic devices are to be used appropriately on the bus. Any violation of this rule will result in the item being taken by the bus driver and/or revocation of the privilege of bringing the electronic device on the bus in the future.
- Appropriate use rules:
 - Scholars are prohibited from taking **any** photos or videos while on the bus.
 - Scholars must use headphones/earbuds when listening to anything on their device.
- In the event of an accident, Scholars must wait for direction from the bus driver/School staff before texting/calling anyone. The bus company and School have protocols in place for transportation emergencies, and it is important that those protocols are followed.

Grading and Progress Reporting

Teachers will provide grades on assignments and tests on a regular basis. Grades are posted in our scholar management system, called Synergy. You may request grades or progress reports at any time. Progress reports are provided half way through a grading quarter. Grade report cards are sent home every quarter. If you would like to view your scholar's grades online at any time-request a login for ParentVue from the front office.

Assessment

Continuous evaluation of scholar learning is an integral part of the instructional process at PPS. Assessment of scholar learning is done in many ways, depending on the subject area. Following is a short description of various types of assessment tools used at the school.

Arizona's Academic Standards Assessment (AASA)

Scholars in grade 3 - 6 will take the Arizona's Academic Standards Assessment (AASA) test in ELA and Math in April.

Scholar participation in state testing is an essential part of the School's educational program and is **not optional**. Parents may not opt their children out of state testing. Scholars are expected to be in attendance on all state testing days.

Summative Pre/Post-Assessment

We employ Almira and NAVVY as our Pre/Post test instrument. Almira and NAVVY are adaptive assessment tools that give us a baseline measurement for instructional practices/planning. It also gives us data with which we can implement in-class intervention/enrichment tools.

Advancement Criteria for Grades K-6

While it is desirable for scholars to advance each year, Pioneer Preparatory School recognizes that, under certain circumstances, repeating a grade may be in the best interest of the scholar. The final recommendation for a scholar to remain in their current grade is made by the scholar's teacher(s), in consultation with the Director and other relevant staff members. The Director's decision is final.

Advancement Criteria for Grades K–6 include the following categories: Achievement, Attendance, and Social and Emotional Considerations.

Achievement:

Scholars must demonstrate progress in meeting Arizona State Standards in English Language Arts (ELA: reading and writing), Mathematics, Science, and Social Studies. Scholars are expected to show proficiency with a final grade of **D or higher** in each of the four core content areas. A scholar who does not meet this minimum requirement in ELA or Mathematics may be required to repeat that specific content area or receive additional support before moving up in that subject. In some cases, scholars may continue in their current grade level while receiving differentiated instruction based on their level of mastery in specific subjects.

Attendance:

In accordance with A.R.S. § 15-803, the minimum attendance requirement is 90% of the school year. Scholars who are absent for 10% or more of the year (approximately 18 days) may be considered for repeating the grade. Each case will be reviewed individually, and attendance alone will not be the only determining factor.

Social & Emotional Considerations:

In addition to academic performance, a scholar's physical development, emotional well-being, and social maturity are important factors when determining whether the scholar should move forward in a particular subject or repeat their current grade level.

Move On When Reading (3rd Grade Requirement):

Arizona law (A.R.S. § 15-701) requires third-grade scholars to demonstrate sufficient reading skills to move forward in English Language Arts. Scholars who do not meet this requirement may receive targeted interventions and support as outlined in the school's Move On When Reading plan.

Interim Progress Reports

Interim Progress Reports are issued to all scholars at the midpoint of the grading period. These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

Scholar Learning Contracts (Parent-Teacher-Scholar Conferences)

Parent-teacher conferences are held twice each year. Information will be sent home to schedule times with teachers. Appointments **must** be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. Conference dates and information will be sent home with our scholars and announced via FaceBook and Remind Apps.

Report Cards

Report cards are distributed four times a year, shortly after the end of the grading term. Parents are required to meet with the child's teacher to review and receive the report card. Report cards list a scholar's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the scholar's behavior and social developments.

Letter Grades	Grading Scale
A	100-90
B	89.9-80
C	79.9-7
D	69.9-60
F	59.9 or lower

Extra-Curricular Activities and Tutoring

There is no better way for scholars to enrich their education than by taking part in clubs and after-school activities with a teacher. Clubs and Tutoring Schedules are subject to change and may not run the entire school year. The School's Club List and Tutoring Schedule will be announced at the beginning of the semester/school year.

Before registering for an after-school club, scholars and their parent/guardian should discuss club fees, competition fees, and competition dates with the instructor. Most clubs require a registration fee and/or scholar contributions for field trips and competitions. Scholars must also understand that each activity requires commitment and responsibility. Involvement in multiple activities requires a scholar to manage his/her time wisely and actively communicate with the teacher of each activity when scheduling conflicts may occur.

Scholars may attend tutoring as necessary to catch up on work or receive extra assistance. The teacher, scholar and/or parent can initiate tutoring. Scholars who come to tutoring must come prepared with pencils, books, papers, and any class work necessary.

All scholars who stay after school to attend academic clubs or participate in other activities, including tutoring, must follow the following rules:

- Scholars must register to become an official member of an after-school club. Scholars must be with a teacher or other responsible staff member at all times.
- Parents must arrange for scholar transportation to arrive promptly at the end of the activity.
- Scholars must abide by the School's Student Code of Conduct while participating in the activity.
- It is the scholar's responsibility to check in with the supervising teacher or staff. (Staff are not required to search for scholars who ditch the event)

Scholars participating in after-school clubs, other activities, or tutoring assume their own risks in participation. The coordinators of such activities, instructors, and the School are not liable for personal injuries of any kind that may be suffered during participation.

Eligibility for After-School Clubs, Extracurricular Activities, and Sports

Scholars must be in "good standing" to participate in after-school clubs, extracurricular activities, competitive academic teams, and sports teams, none of which are necessary for scholars to participate in the School's curriculum. To be in "good standing," scholars must have:

- passing grades or better in all subjects,
- no outstanding disciplinary actions, and
- attendance of 80% (excused absences) or better in all classes.

Note: Scholars will not be allowed in any room/gym without adult supervision.

Attendance

Regular school attendance is essential for success in school. Each scholar enrolled in the School is expected to be in attendance each day that school is in session, except for excused absences, as defined below. If a scholar is absent and the School has not been notified of an appropriate excuse for that absence, the School will make a reasonable effort to promptly notify the parent or guardian of the scholar's unexcused absence. State law places the responsibility for ensuring a scholar's regular attendance directly upon the person having custody of the child. Scholars who do not attend school on a particular day are not allowed to participate in school activities held during or outside the normal school hours. Exceptions that would allow the scholar to participate in such activities may be made at the discretion of the Administration based on relevant facts and circumstances.

School begins at 8:30 AM. School ends at 3:25 PM on Monday-Friday and 12:30 PM on half day Fridays.

Absences

Under Arizona law, absences may be either **excused** or **unexcused**. The School reserves the right to make a final determination as to whether an absence is recorded as excused or unexcused, subject to requirements of Arizona law and official guidance from the Arizona Department of Education.

Excused Absence

In accordance with state law and guidance, An excused absence is an absence for which verification and acceptable information is received by the Administration in advance or at the time of the absence from a parent/guardian certifying one of the following:

- Absence due to personal illness of the scholar
- Absence due to mental or behavioral health of the scholar
- Absence due to a scholar's medical/dental appointment
- Absence due to a scholar's homelessness
- Absence due to a death in the scholar's family/bereavement
- Absence due to family emergencies
- Absence related to time necessary to process for the armed forces
- Absence due to out-of-school suspension, not to exceed 10% of the instructional days scheduled for the year
- Absence for religious purposes, if the parent/guardian has provided the School with written consent for the religious absence, the School has approved the requested absence, and any religious instruction or exercises take place at a suitable place away from School property

Unexcused Absence

An unexcused absence is any absence other than those that fall within the definition of "excused absence" above, including an absence with prior approval by the parent guardian but for a reason other than those defined as excused absences. Unexcused absences include leaving school during school hours without properly signing out, being absent without parent permission, and any other absence from school that could also be characterized as truancy. Family vacations will *not* be considered to be excused absences.

In compliance with state law, scholars will be withdrawn from the School after 10 consecutive unexcused absences. After such withdrawal, scholars will be subject to the School's regular admission policies and procedures, and a spot may no longer be available for the scholar.

Please note that additional consequences may be given at the discretion of the Administration and in compliance with Arizona law.

The only exception to the attendance policy is by obtaining a waiver from the Administration. Please note that waivers will only be granted in extreme circumstances, including for chronic scholar health conditions, not for chronic or habitual absences or absences for recreational purposes. A request for a waiver must be submitted in writing to the Administration for consideration, stating the reason for obtaining the waiver, any mitigating circumstances, and any other requirements set forth in Arizona law (for chronic health conditions, for example). If your child has a chronic health problem, please contact the School to make arrangements for absences and to provide required documentation. Final authority on whether or not a waiver is granted rests solely with the Administration.

Procedures for Attendance

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1. Attendance is taken daily at 8:35 AM by the classroom teacher.
 2. Scholars arriving after the 2nd bell, at 8:35 AM, must get a pass from the office before continuing to the classroom. Scholars will be marked tardy.

Reporting an Absence

Parents or guardians are to call the Absent & Tardy Line (623-933-3733) if their child will be absent or tardy. A parent/guardian must report an absence to the School by 9:00 a.m. on the day of the absence. An unreported absence will be recorded as an unexcused absence and will result in a notification of the parent/guardian of the scholar's absence by our school information system, in compliance with Arizona law. Please contact the School immediately in the event of a discrepancy or to report the absence.

Truancy Policy

School attendance is not only a good habit, state law requires it. Arizona State Law (§15-802.E, 15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A scholar is **"habitually truant"** if he/she has **five or more unexcused absences** from school. A scholar that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

To encourage and improve school attendance, Pioneer Preparatory has implemented a truancy service in partnership with Maricopa County Juvenile Court. This truancy service is called C.U.T.S. (Court Unified Truancy Suppression).

Attendance Plan (C.U.T.S Steps)

Step 1: Prevention & Awareness

<u>Teacher portion:</u>	<u>Administration portion:</u>
-Daily attendance tracked in Synergy by 8:35 AM. -Monthly classroom attendance challenges including perfect attendance ("Show Up and Show Out"). -Parent communication: Welcome packet includes attendance expectations. Meet the Teacher night and parent portal communication.	-Run daily reports for support. -Create and communicate: Monthly classroom attendance challenges including perfect attendance ("Show Up and Show Out"). -Parent communication: Class dojo, updates, newsletter, and Cafecito meetings

Step 2: Early Warning & Family Notification: 3 unexcused absences or 5 tardies.

<u>Teacher portion:</u> Action: -Teacher makes the first call to the family (documented). -Office sends the first attendance concern letter.	<u>Administration portion:</u> Action: -Admin can support the teacher while they call if needed. -Admin will need this documented for the next process.
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Step 3: Attendance Conference: 5-6 unexcused absences or 7+ tardies

<u>Teacher portion:</u> Action: -Checks in with Admin for a family meeting. -Teacher schedules a meeting. -Scholars may be placed on a daily check-in/check-out system.	<u>Administration portion:</u> Action: -Admin-led CUTS conference with family, scholar, teacher, and support staff. -Attendance plan created with SMART goals and identified supports (transportation, health, etc.). -Referral to school counselor or Family Connection Team. -Vision and Goal Attendance Contract
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Step 4: Intensive Intervention 10+ absences/tardies (pattern continues)

<u>Teacher portion:</u> Action: -Attend meeting if requested by Admin	<u>Administration portion:</u> Action: -Schedule the Final attendance meeting with documentation review. -Review the vision and goal contract and update any needs. -Possible home visit by Administration team.
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Step 5: Legal Notice: 12+ absences/tardies

- Referral to district truancy program or Arizona Department of Education (ADE) if legal intervention is required.

Tardies

Any scholar who is not in the room when the class is scheduled to begin is tardy, unless their late arrival has been approved by a School Administrator. For first period tardies, the parent/guardian

must provide the reason for the late arrival. The School reserves the right to make a final determination as to whether a tardy is assessed or not. All assessed tardies, whether for late arrivals or in-between class tardies, are subject to disciplinary action, as explained below.

Every assessed tardy is captured and recorded in the School's database. Tardies are monitored and addressed by the Assistant Director.

All scholars are subject to the following tardy policies:

- Five unexcused tardies during the school year –Parent notified.
- More than six unexcused tardies during the school year – Parent conference and scholar/parent school improvement contract are required.

Excessive tardies may lead to disciplinary action, as determined in the School's sole discretion and based on the facts and circumstances of the tardies.

Homework

Homework is a valuable and necessary application and extension of classroom experiences that specifically addresses the objectives of the instructional program. The effectiveness of homework is dependent upon positive understanding and communication between the School, the scholar, and parents. Teachers may assign homework to support concept mastery or provide practice. Normally, homework is not for a classroom grade. Homework may be research, project-based, require family input/counsel, or they may have none at all. **When your scholar doesn't have any homework, we need your support;**

1. Read out loud for 15-30 minutes with your child.
2. Review basic addition, subtraction, multiplication, and division math facts.

Parents can also support scholars' projects for the Project Based Learning that the scholar is completing on PBL's Friday.

Make-up Work

Scholars are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, scholars or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the scholar and parent to ensure makeup work is completed.

Movie Viewing Policy

Pioneer Preparatory Schools allows videos, movies, and other digital media ("Films") as rated by the Motion Picture Association of America (MPAA), as follows:

- Rating: "G" May be shown at any grade level. Approval of parent/guardian is not required.
- Rating: "PG" May be shown for grades 6, approval of parent/guardian is required. May not be shown at grades K-5.

- Rating: “PG-13” Movies/videos with these ratings are not permitted for any grade level.
- Rating: “R” Movies/videos with these ratings are not permitted for any grade level.
- Rating: “NC17” and “X” Movies/videos with these ratings are not permitted for any grade level.

For those movies that require advance approval of a scholar's parent/guardian, the School will send home Movie Viewing Permission Slips for parents/guardians to complete. Where parental permission is needed, only those scholars whose parents/guardians give approval may view the movie. If the parent/guardian does not approve of the scholar viewing the movie, the scholar will be moved to another room for the duration of the viewing and assigned an alternative, educationally relevant assignment with the same learning objective.

Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Supports (MTSS) is a whole-school framework that uses data-based problem solving to meet the academic, behavioral, and social emotional needs of all scholars. Instruction and interventions are provided at varying levels of intensity based on individual scholar needs. The goal is to prevent problems by intervening early to ensure the school is meeting the needs of the ‘whole child’.

Tier 1

All scholars receive instruction in academics, behavior, and social- emotional development in the general education classroom with possible adjustments in the standard curriculum, if needed.

Tier 2

Some scholars receive small group instruction in general areas of identified need, in addition to general education.

Tier 3

A few scholars who are not showing adequate progress in small group instruction/interventions will also receive more one-on-one intensive training.

Parent Involvement

Parental involvement is essential to a scholar's success in school. In addition to generally being involved in their child's education, should a parent have any specific concerns about their child's success at school, please share your concerns with your child's classroom teacher or an administrator.

Advancement Criteria for Grades K-6

While it is desirable for scholars to advance each year, Pioneer Preparatory School recognizes that, under certain circumstances, repeating a grade may be in the best interest of the scholar. The final recommendation for a scholar to remain in their current grade is made by the scholar's teacher(s), in consultation with the Director and other relevant staff members. The Director's decision is final.

Advancement Criteria for Grades K–6 include the following categories: Achievement, Attendance, and Social and Emotional Considerations.

Achievement:

Scholars must demonstrate progress in meeting Arizona State Standards in English Language Arts (ELA: reading and writing), Mathematics, Science, and Social Studies. Scholars are expected to show proficiency with a final grade of D or higher in each of the four core content areas. A scholar who does not meet this minimum requirement in ELA or Mathematics may be required to repeat that specific content area or receive additional support before moving up in that subject. In some cases, scholars may continue in their current grade level while receiving differentiated instruction based on their level of mastery in specific subjects.

Attendance:

In accordance with A.R.S. § 15-803, the minimum attendance requirement is 90% of the school year. Scholars who are absent for 10% or more of the year (approximately 18 days) may be considered for repeating the grade. Each case will be reviewed individually, and attendance alone will not be the only determining factor.

Social & Emotional Considerations:

In addition to academic performance, a scholar's physical development, emotional well-being, and social maturity are important factors when determining whether the scholar should move forward in a particular subject or repeat their current grade level.

Move On When Reading (3rd Grade Requirement):

Arizona law (A.R.S. § 15-701) requires third-grade scholars to demonstrate sufficient reading skills to move forward in English Language Arts. Scholars who do not meet this requirement may receive targeted interventions and support as outlined in the school's Move On When Reading plan.

Physical Education Policy

Information regarding this School's dress-out policy is located in the Uniform and Dress Code section of this handbook.

All scholars must participate in P.E. A note from a parent citing injury or illness may excuse a scholar for up to one week's absence from class or participation in P.E. activities. Any absence of more than one week must be excused by a written note from a physician. When excused from P.E. for physical reasons, a scholar must still follow the School's dress-out policy and attend class. It is the scholar's responsibility to make up for all missed work. Not following the School's dress-out policy or participating in P.E. activities may affect a scholar's grade.

Participants in any P.E. class or athletic activity, including extracurricular sports activities, assume their own risk in participation. The coordinators of after-school school activities, instructors, coaches and the School are not liable for personal injuries of any kind that may be suffered during participation.

Lost and Found

There is a lost and found box located in the front office. Parents of K - 6 scholars are to clearly mark all of their child's belongings with his/her first and last name. Any scholar who has lost an item should check lost and found in the front office. PPS is not responsible for lost or stolen items, but we will do all that we can to find them.

Arrival and Departure

Lunch/Recess

- Pioneer scholars are offered a nutritious lunch between 10:25am and 12:45pm daily.
- Breakfast is offered from 8:00 - 8:25 AM
- Lunches and breakfasts are currently FREE for all scholars.

Scholar Drop-Off

A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone.

All other vehicles are to park in the designated lot and within the identified parking spots.

Morning/ Afternoon Supervision

Scholars must remain on the school grounds unless signed out by parent/guardian.

After School Care

This year, Pioneer Preparatory has two programs to help take care of your child outside of school hours.

We are happy to have your child join our programs. Our goal is to provide a fun, safe, and educational place for your child to grow and learn.

Lions Den Morning: Monday to Friday 7:00 AM-8:00AM. This program costs \$30 per month for family rate.

Lions Den Afternoon: Monday to Friday after school, 3:30 pm - 5:30 pm. This program costs \$45 per month for family rate.

School Calendar

The school calendar for the 2026-27 academic year follows. Changes may be made as deemed necessary due to inclement weather and/or emergencies and will be communicated to parents via written notice, Facebook, and/or the Remind app.

LIONS 2026-2027 CALENDAR

Monday- Friday 8:30-3:25pm (180)

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Positive choices every day

Responsible actions everywhere

Integrity in what you say and do

Dependable in all situations

Engaged in learning and helping

Do your work RIGHT

First day for scholars

Holiday/Vacation- No School

Staff Inservice- No School for scholars

PBL's are a scholar work from home. Graded work

PBL's No School on campus for Scholars

Staff PD's and Conferences scheduled

Quarter Showcases- Half Day 8:30-12:30 pm 1:30-3:30pm Parent Teacher Conferences

Instructional Time Models (ITM)

An Instructional Time Model (ITM) is allowed by Arizona law, and it gives schools flexibility in the methods and locations of scholar instruction. This School will use an ITM this school year. Information about the Non Emergency ITM and the impact on required scholar attendance is provided below.

Emergency Instructional Time Model

This School is approved by its Governing Board to use an emergency Instructional Time Model when necessary. An emergency ITM is a temporary, real-time, online instructional model that meets Arizona State Standards, replicates the school's brick and mortar curriculum, and is delivered by the School's faculty.

Situations that might trigger use of the school's ITM include weather-related issues, health issues (including, but not limited to, COVID 19 or other highly communicable disease outbreaks), and any circumstance that prevents the school from operating normally, in whole or in part, on a designated instructional day. The ITM may be made available to individuals, specific groups (such as a classroom or a grade level), or the entire school, based on the situation. The decision to approve use of the ITM is at the sole discretion of the Director of Pioneer Preparatory School.

The School will provide parents and scholars with details about how the ITM works and what the scholar/parent responsibilities are before implementing an ITM. The School will provide as much advanced notice to parents that the School will implement the ITM as is possible given the situation.

Project Based Learning (PBL)

The non-emergency Instructional Time Model is also known as the Project Based Learning (PBL) and it has three components, both of which best serving the needs of our scholars and improving academic outcomes. On the selected Fridays of each month, during the regular 180-day instructional calendar, pre-k through 6th grade scholars will work from home on a Math, English Language Arts, Science, or AVID project.

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Curriculum

Curriculum Overview

PPS curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated faculty nurtures the building of self-esteem at every opportunity - inside or outside the classroom. Our faculty encourages learning and achievement and fosters a positive caring attitude toward others by nurturing the values of cooperation and diversity.

Arizona State Standards will be the basis for all instruction in each of the academic components. Every scholar will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is **to equip scholars with the knowledge necessary to master life, prepare scholars for success in college, inspire a lifelong love of learning, and foster responsible citizenship**. The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

Kindergarten and 1st Grade: Phonics, Reading, Math, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science, and AVID

Grades 2- 6: English, Math, Reading, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science, and AVID

Scholar Code of Conduct

Pioneer Preparatory School Discipline Philosophy

- Pioneer Preparatory School is committed to a positive, respectful, inclusive climate in that Pioneer promotes academic achievement, ensures safe and drug-free learning communities, provides positive behavior supports, ensures equitable outcomes in discipline, and maximizes the time scholars spend in school. Recognizing that scholar discipline practices are closely related to scholar achievement, Pioneer Preparatory supports practices that:
 - Are well researched and result in safer schools focused on improved scholar achievement, improved scholar attendance, and increased scholar accountability;
 - Provide consistency, fairness, interventions, and consequences across all grades at Pioneer;
 - Eliminate disparities in applying discipline by assuring equitable interventions and consequences across all racial and ethnic groups, by gender, among those with disabilities and other protected classes;

- Define, communicate, and teach expectations for scholar behavior;
- Define and communicate expectations for staff responsibilities related to scholar conduct and discipline;
- Balance the needs of the scholar, the needs of those directly affected by a scholar's behavior, and the needs of the overall school community;
- Engage parents/guardians early in the disciplinary process; and
- Facilitate scholars, staff, parents/guardians and the community working together to provide both academic and non-academic support to scholars.

Scholar Conduct Guiding Principles

Proper scholar conduct, reinforced by an effective discipline program based on best practices and cultural responsiveness, is essential to creating and maintaining a positive, respectful, and inclusive school climate. A positive, respectful, and inclusive school climate is the mutual responsibility of:

- Pioneer Preparatory staff, who are expected to create an environment for scholar success using principles of positive behavior support/effective discipline practices and cultural competency in managing scholar conduct;
- Scholars, who are expected to learn to function effectively in a school environment, learn the consequences of behavior, develop self-discipline and take responsibility for their actions;
- Parents/Guardians, who are expected to take an active role in school efforts to implement positive behavior supports and to work with schools to address their scholars' needs; and
- The community, whose partnerships are encouraged and welcomed in supporting appropriate scholar behavior. Scholars are expected to comply with the authority of school staff. Scholars are expected to conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

Generally Disruptive Behavior

No scholar may disrupt a class or the school.

A. Chronic Talking: Repeated talking in the classroom without permission.

B. Throwing Objects: Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

C. Horse Playing or Teasing: Harassment, rough play, or pranks that serve to pester or torment another student, to include willfully throwing anything that could injure another scholar or staff member.

D. Refusing to Remain in Seat: Repeatedly getting out of his or her seat or moving his or her seat without permission of staff member.

E. Rude Noises: Making any unnecessary noise which causes disruption.

F. Leaving without Permission: Leaving a classroom, the building or an assigned area without obtaining approval from a teacher and/or an administrator.

G. Chronic Lack of Supplies: Repeatedly reporting to class without necessary materials such as books, class supplies, pencils, etc.

H. Other: Any other action that disrupts or interferes with educational activities or the school's learning environment.

Discipline Guiding Principles

- Discipline must be timely, fair, developmentally appropriate, and match the severity of the scholar's misbehavior.
- Discipline should teach scholars to behave in ways that contribute to academic and behavioral success, and to support a school environment where scholars and staff are positive, respectful and inclusive.
- Discipline should prevent misbehavior before it occurs, and use effective interventions after it occurs.
- Discipline must be used to support scholars in learning the skills necessary to enhance a positive school climate and avoid negative behavior. School discipline that is paired with meaningful instruction and guidance. This offers scholars the opportunity to learn from their mistakes and contribute to the school community, and is more likely to result in getting the scholar re-engaged in learning.
- Pioneer Preparatory School shall make every reasonable effort to first correct scholar misbehavior through family and school-based resources. These efforts involve analyzing individual scholar needs and adult responses, developing preventive and responsive interventions for scholars and providing disciplinary and educational alternatives when appropriate.
- Discipline should start at the lowest possible level reasonably calculated to change the scholar's behavior and to minimize the loss of instructional time; involving reteaching expectations to scholars and providing consequences when needed.

Monitoring and Accountability

Ongoing monitoring of scholar data shall be used to ensure that equitable school-based practices are implemented in a fair, non-discriminatory, and culturally responsive manner. Data monitoring shall be presented in a manner that is transparent and accessible to administrators, teachers, and parents/guardians.

Implementation

Pioneer Preparatory will provide rules that outline scholars rights and responsibilities, behavioral expectations, and possible disciplinary actions. The implementation of the discipline procedures will be consistent with related Federal and State law, and Pioneer Preparatory School policies. Pioneer Preparatory School promotes a peaceful school atmosphere where every scholar should be safe from any kind of violence. Scholars must be held accountable for their actions and be given appropriate consequences for their behavior.

-A teacher may remove a student from the classroom who is unruly, disruptive or abusive. (ARS §15-841.A.2)

-A scholar may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section §ARS13-105.12, use or possession of a gun, or excessive absenteeism. (ARS §15-841.B) 25

-A school may refuse to admit any scholar who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. (ARS §15-841.C) .

Synergy Behavior Tracking

One of the ways that Pioneer will track incidents and patterns of behavior is through a behavior tracker on Synergy. Teachers can track all behaviors in this location. When referring a scholar to Administration for discipline, staff is to complete all sections in the referral on Synergy and notify the front office that the scholar is on their way. Scholars will not be sent to the office without proper notification or escorting the scholar to the office. This tracker also helps make referrals for Administrative, Special Education, Counseling, Medical, DCS, and Community Agency interventions, and McKinney Vento.

Counseling Referral

Pioneer believes in the comprehensive care and education of our scholars and families. We provide an on- site behavior coach for scholars and families in need/crisis.

Scholars who have demonstrated patterns of distracting or disruptive behaviors should be referred to. Scholars who've demonstrated extreme behaviors (causing others/self harm) will receive immediate interventions. Please refer any concerns to the administration.

Discipline Plan

The teacher is the front-line authority in the scope of discipline. Scholars, parents, and teachers should try to handle problems first, through classroom rules and communication with parents.

All consequences will be based on the severity of each category/infracton, scholars age, due process, and/or at the discretion of the administrator. Consequences for offenses are cumulative and are classified as Minors and Majors. All scholar referral forms will be maintained for future reference throughout the year.

A parent contact will be required prior for all after-school detentions (ASD) and out-of-school suspensions (OSS). In the event of in-school suspension (ISS) a parent contact will attempt to be made.

Out-of-School Suspension (OSS)

A scholar may receive an out-of-school suspension for a period of up to 180 school days for

serious misbehavior or chronic, repeated misconduct.

An OSS includes, but is not limited to, the following consequences:

- The scholar may not be permitted to attend classes.
- The scholar may not be permitted to attend or participate in extra-curricular activities, including sports.
- The scholar may not be permitted to be on school grounds.
 - All suspension records will be placed in the scholar's file.

In-School Suspension (ISS)

A scholar who has been assigned an ISS shall report to the designated Administrator at the beginning of the day. Scholars shall spend the day outside of their typical classroom and follow the directives given by the Administrator. Scholars are responsible to make up the missing work after finishing the assigned duties given to them.

Homework and class assignments:

- The scholar or parent may request that the scholar's homework and class work be available to complete during the suspended time.
- The scholar is responsible for completing and returning assignments to their teachers following the completion of ISS.
- Scholars will be given reasonable time to make up any in-class assignments missed upon returning to the classroom as indicated by their teacher.

Scholars will not be able to participate in sports for the day(s) they have ISS.

Positive Solution Center

The Positive Solution Center (PSC) is a supportive space designed to help scholars reflect on their behavior, receive coaching on restorative practices, and develop the skills needed to return successfully to the classroom environment.

Purpose:

The PSC provides short-term, structured support for scholars who need time away from the classroom to address behavioral challenges in a constructive, respectful, and scholar-centered way.

Goals:

- Promote self-awareness and accountability
- Coach scholars in restorative strategies and conflict resolution
- Identify the root cause of behavior through reflection and conversation
- Prepare scholars to return to class ready to learn and participate positively

Expulsion

A scholar may be expelled from the School for serious misbehavior or chronic, repeated misconduct, including any weapons or drug violations. Scholars who are expelled will immediately

be withdrawn from the School and will not be allowed to re-enroll in the School.

All expulsion records will be placed in the scholar's file.

Special Disciplinary Procedures for Long-Term OSS (more than 10 days) and Expulsions

In matters for which the recommended disciplinary consequence is a Long-Term OSS (one that is more than 10 days or one that will result in the scholar being out-of-school suspended for more than 10 days during the current school year) or an expulsion, the School will comply with due process requirements and use special disciplinary procedures. Those procedures include:

- Notifying the scholar/parents of the alleged misconduct in writing, including the school policy or provision of the Student Code of Conduct that was allegedly violated, and any facts related to the alleged misconduct.
- Notifying the scholar/parents of the date and time of a hearing regarding the proposed Long-Term OSS or expulsion.
- Notifying the scholar/parents of their right to attend the hearing, be represented by counsel (at their sole expense), present evidence and witnesses regarding the alleged misconduct, and question any witnesses presented by the School at the hearing.
- Providing the scholar/parents with the evidence gathered in connection with the Administration's investigation of the behavior prior to the hearing.
- Holding the hearing within a reasonable period of time after the alleged misconduct.
- Having an impartial individual (who may be a School employee) serve as the hearing officer and decide whether a Long-Term OSS or expulsion will be implemented.

The scholar and parents/guardians will be promptly informed, in writing, of the hearing officer's final decision and the bases for the decision.

For the purposes of these special disciplinary procedures, notification by the School "in writing" may be sent via email only to the email address or addresses that the parents/guardians have provided to the School in *Synergy*. **Parents are solely responsible for promptly updating their email addresses with the School when the addresses change.** The School may, but need not, send written notice via regular mail or certified mail.

Special Disciplinary and Readmission Procedures for Students in Grades K-4:

In compliance with A.R.S. § 15-843(K), students who are in grades K-4 may only receive an OSS or be expelled under the following conditions:

- 1. "General Exception": Subject to compliance with the School's standard discipline procedures, students in grades K-4 may be suspended for up to two days at a time for disciplinary infractions, so long as the total number of suspension days does not exceed ten days in the current school year.
- 2. "Firearms Exception": Subject to compliance with the School's standard discipline procedures, students in grades K-4 may be suspended or expelled for bringing a firearm to School.
- 3. Absent a General or Firearms Exception, no student who is under 7 years of age may

receive an OSS or be expelled.

- 4. Absent a General Exception or Firearms Exception, students in grades K-4 who are at least 7 years old will only be subject to OSS or expulsion if the misconduct occurs on school grounds and involves: a. “Aggravating circumstances,” as defined below; OR
- b. One of the following offenses, AND failing to remove the student from the school building would create a safety threat that cannot otherwise be reasonably addressed:
 - 1) Possession of dangerous weapon.
 - 2) Possession, use, sale of dangerous drug or narcotic drug, as defined in A.R.S. § 13-3401 or a violation of A.R.S. § 13-3411.
 - 3) Behavior that immediately endangers the health/safety of others.
- 5. Pre-suspension/Expulsion Procedures: Prior to imposing an OSS or expulsion under this policy, the School will do the following unless doing so is not feasible while maintaining the health and safety of others:
 - • Consider and, if feasible, employ alternative behavioral and disciplinary interventions (“ABDI”);
 - • Consult with parent regarding ABDI, to the extent possible; and
 - • Document ABDI considered and employed.
- 6. “Aggravating Circumstances” exist when the misconduct meets all of the requirements set forth in a-d below—*i.e.*, the misconduct:
 - a. Is persistent;
 - b. Has been documented;
 - c. Prevents other scholars from learning OR prevents the teacher from maintaining control of the classroom; and
 - d. Is unresponsive to targeted interventions that include consultation with:
 - i. A school counselor, school psychologist, other mental health professional, or social worker if available, or through a state-sponsored program.
 - ii. If none of the foregoing are available, the targeted interventions must include consultation with the school Director or another school administrator.
- If the misconduct meets the definition of “aggravating circumstances” set forth above, the School will not impose an OSS or expel the scholar unless the following additional prerequisites are also present: e. Parent has been notified and consulted about the ongoing behavior, and
- f. In the case of long-term OSS (more than 10 school days) or expulsion, the school has provided a “disability screening” indicating that the behavior is not the result of a disability or suspected disability. If the School has conducted a 45-day disability screening within 90 days of the behavior that is the basis for any disciplinary action, the School will not conduct a new screening, and the previous screening will be used to assess any potential connection between the behavior and any suspected disability.
- 7. Application for Readmission: Scholars in grades K-4 and who receive a long-term OSS or are expelled may be considered for readmission if the scholar’s parent or guardian requests readmission. The parents need not appeal the disciplinary decision (as set forth below) in order to request readmission. Scholars who have received a long-term OSS must have served at least 5 school days of their suspension to be considered for readmission. Scholars who have been expelled may not be considered for readmission until at least 20 school days have passed since the effective date of the expulsion. The effective date of an expulsion is the date on which an expulsion decision is final, including the date on which any appeal is denied.

Parents may request readmission in writing by submitting a document that includes at least the

following information to the Director: The basis for the requested readmission, any steps taken by the parent and/or scholar to address the behavior that led to the disciplinary action, the proposed terms of a behavioral plan to which the scholar will be held if readmission is granted. The readmission request is not a rehearing of the disciplinary decision or a further appeal of that decision. The Director will consider the written readmission request and may consult with other School employees regarding the request, particularly any teachers who were impacted by the scholar's previous behavioral issues. The Director will make a readmission decision within 14 school days and communicate the decision in writing to the parents. The Director may request a meeting with the parents and scholar in connection with making a readmission decision, and if the parents or scholar refuse to attend the meeting, the Director may take such refusal into account when making a decision. A scholar who is readmitted will be required to comply with the terms of a behavior contract, and failure to comply with the terms of such a contract may be grounds for immediate reimplementation of the original disciplinary action. The Director's decision is final and may not be appealed.

Special Disciplinary Procedures for Students with an IEP or 504 Plan

Students with disabilities under Section 504 or IDEA (and students suspected of having a disability) may be disciplined in the same manner as any other student and may receive an OSS for up to 10 cumulative days of school per school year. If an OSS beyond 10 cumulative days is contemplated and constitutes a disciplinary

change in placement, special procedures must be followed. In general, a manifestation determination conference must be held by the 10th cumulative day of an OSS, unless the school determines that multiple short-term suspensions cumulating to more than 10 days of suspension do not constitute a pattern.

If the manifestation determination concludes that the student's behavior is a manifestation of the student's disability, then no further disciplinary action can be taken absent "special circumstances" (see below), and alternative means must be employed to address the misconduct. In such cases, a functional behavioral assessment must be conducted, and the Section 504 or IEP team must convene to develop an appropriate behavioral intervention plan for the student.

If the manifestation determination concludes that the student's behavior is not a manifestation of the student's disability, a hearing officer may impose Long-Term OSS or expulsion. The School has no obligation to continue to provide educational services to a Section 504 student pursuant to a Section 504 accommodation plan during the period of Long-Term OSS or expulsion. However, the School must continue to provide educational services for students eligible under IDEA during any Long-Term OSS or expulsion.

In connection with a disciplinary determination, the following special circumstances apply: A student with a disability under IDEA may be referred to an Interim Alternative Educational Setting (IAES) in circumstances involving the use or possession of drugs, weapons, or serious bodily injury, without regard to whether the misconduct is a manifestation of the student's disability.

Appeals of Disciplinary Decisions:

Parents who disagree with the outcome of any discipline process at the School may initiate the applicable appeal procedure described below.

- **For disciplinary consequences other than Long-Term OSS or expulsion:** The parent must submit a letter to the Director that explains the basis for the appeal within a reasonable time of the disciplinary decision. The Director will evaluate the situation and issues stated in the parent letter and make a final determination regarding whether the disciplinary decision should be upheld, amended or revoked in whole or in part. The Director's decision is final, and there are no further rights of appeal.
- **For Long-Term OSS or expulsion determinations:** The decision of the hearing officer regarding a long-term OSS or expulsion is final. There are no rights of appeal.

Inappropriate Behavior

Behaviors can be categorized into minors (teacher managed) and majors (office managed) behaviors.

Examples of minors (teacher managed behaviors) include, but are not limited to:

- Disruptive Behavior
- Food/Beverage
- Horseplay
- Running in class, or in the hallways
- Talking back
- Teasing/ name calling

Examples of majors (office managed behaviors) include, but are not limited to:

- Fighting
- Possession/use of tobacco, alcohol, drugs, or weapons
- Vandalism/destruction of property
- Severe defiance/insubordination
- Bullying
- Sexual misconduct

During minor behaviors teachers/staff are expected to discuss the behavior(s) with the scholar(s), and implement classroom rules and follow through with designated consequences. If the child's behaviors continue, a referral to the office administration may occur.

During major behaviors teachers/staff are expected to notify administration immediately. Provide an explanation of the situation, this can be done through an email, conversation, or blue folder. Administration will follow up with scholar(s), teachers/staff, and parents regarding the situation and consequences.

The following is a list of possible definitions. It's not intended to be comprehensive, and scholars must always be treated with respect.

Aggressive Physical Action

A scholar will not exhibit any form of aggressive physical action against another scholar, staff member or any other adult at school.

A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects: Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a scholar or adult for the purpose of harassment

B. Fighting: The exchange of mutual aggressive physical contact between scholars, with or without injury, is prohibited.

C. Threatening/Intimidating a Scholar: A scholar will not threaten to strike, attack or harm any student or to make one fearful by intimidation. The level of threat will be initially determined by the Administrator.

D. Threatening/Intimidating a Scholar, Staff Member or Other Adult: A scholar will not, through intimidation or threat, cause any other person to reasonably fear imminent physical injury.

F. Assault on a Scholar, Staff Member or Other Adult: An assault is when a person intentionally, knowingly and recklessly causes any physical injury to another person. The victim of the assault usually has not retaliated beyond actions required to get the assailant to stop the assault (not mutual fighting).

H. Inciting to Riot/Chaos: When a person recklessly uses force or violence, or incites or entices others to recklessly use force or violence, to create chaos, incite a riot or disturb the peace, a classroom or the school.

I. Refusing to Disperse: Any scholar who witnesses an incident and refuses to comply with the request of administrators or staff members to disperse and the response of scholars involved in the incident has the potential to create chaos, incite a riot or disturb the peace, a classroom or the school.

Alcohol/Tobacco/Drugs

A scholar will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of "controlled substance," as defined by state law. This prohibition includes, but is not limited to, tobacco products, shisha, anabolic steroids, counterfeit or imitation controlled substances and drug paraphernalia. The police will be notified as required by law.

Tobacco:

A. Possession or Use of Tobacco Products: A student may not possess or use tobacco products or shisha on school premises.

B. Sale or Distribution of Tobacco Products: Distributing or selling any tobacco products or shisha either on or off school premises

Alcohol:

A. Use or Under the Influence of Alcohol: Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, while going to and from school, on a school bus, at any school function, or coming on school grounds or to any school activity after consumption.

B. Possession of Alcohol: Possessing any alcoholic beverages in school, on school grounds, to and from school, on the school bus or at any school function.

C. Sale or Distribution of Alcohol: Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, coming to and from school, on school bus or at any school function.

Drugs (non-prescribed)

A. Use or Under the Influence of Drugs (non-prescribed): Using any narcotic, illegal or controlled substance, anabolic steroid or any illegal substance, on school grounds, while going to and from school, on a school bus, or at any school function, or coming to school or school activities after consumption.

B. Possession or Attempting to Possess Drugs (non-prescribed): Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. To qualify as “possession,” the quantity must be small enough to indicate personal use by only one individual.

C. Paraphernalia: Possessing, distributing, attempting to distribute, using or attempting to use any drug or drug-related paraphernalia (as defined by Arizona law, as amended from time to time).

D. Inhalants: Possessing, distributing or inhaling, or attempting to distribute or inhale, any substance/product (off-the-shelf, controlled substance, or illegal substance) for mind-altering effects.

E. Sale/Distribution (Attempt or Actual): Distributing or selling, or attempting to distribute or sell, any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) or any action that contributes to the sale or distribution of any illegal, counterfeit or controlled substance or the giving or offering to give any illegal, counterfeit or controlled substance to another individual. This prohibition will include sale/distribution, or attempted sale/distribution, of tobacco products, alcohol, or drugs.

Discrimination, Harassment, and Bullying

The School has a zero-tolerance policy regarding discrimination, harassment and bullying. Any person that knows or suspects that a student or students are being discriminated, harassed or bullied shall notify the Director immediately. Complaints related to sexual harassment should be reported to the Title IX Coordinator, whose contact information is included at the front of this Handbook.

Upon receipt of a discrimination, harassment or bullying allegation or complaint, the Assistant Director will investigate the incident and prepare a written report for the Director. If the investigation determines that bullying has taken place, appropriate disciplinary action will be taken according to the School's policies and procedures for discipline.

The School will comply with its Title IX Policy in responding to any allegations of sex discrimination, including sex-based harassment, and in imposing disciplinary consequences.

Any student who is found to have retaliated against anyone reporting an incident of discrimination, bullying or harassment, including Title IX sex discrimination, will be disciplined. This policy is in place to maintain order at the School and therefore includes all forms of discrimination, bullying and misconduct, whether it be physical, verbal, environmental, or cyber, and whether it occurs on school grounds, at school-sponsored activities, or in a school vehicle, or if the behavior significantly disrupts any aspect of the school environment, whether it occurs on-campus or off-campus.

The School defines discrimination, bullying, and harassment, other than Title IX sex discrimination, in the following ways:

A. Discrimination: Discrimination may be verbal, physical or environmental and is unwelcome verbal, written or physical conduct based on a person's actual or perceived characteristic, such as (but not necessarily limited to) race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; or a mental, physical, or sensory disability or impairment; or by any other characteristic protected by law.

B. Bullying: Bullying is aggressive behavior that is intended to intimidate or harass a student or to cause physical harm and typically involves a perceived imbalance of power or strength. Bullying is repeated, unwanted behavior that can be verbal, social, or physical and includes, but is not limited to making threats, spreading rumors, attacking someone physically or verbally, hitting or punching, teasing or name-calling, intimidation through gestures or social exclusion, or insulting messages sent by email, text message, or social media.

Hazing behaviors are included in the School's definition of bullying, and engaging in hazing or aiding another individual who is engaged in hazing is prohibited. All students are required to take reasonable measures to prevent hazing of other students. Suspected hazing activities should be reported in the same manner as other bullying behavior is reported, and complaints will be investigated in the same way. Examples of hazing include, but are not limited to, sexual humiliation, conduct that is reasonably calculated to cause severe mental distress to the student, and physical brutality like whipping, beating, or paddling. Hazing does not include reasonable and customary athletic training, contests, competitions or events.

C. Harassment: Harassment is any conduct that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed, or harassed and the conduct in fact seriously alarms, annoys, or harasses the person. Examples of harassment include, but are not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group. The School may consider conduct to be "harassment" even if it does not meet the criminal definition of "harassment" set forth in Arizona statute.

Harassment includes Title IX sex-based harassment, which is discussed above in the section “Specific Prohibited Behaviors”, and sexual harassment, which is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by other students, teachers or other school employees. The School prohibits sexual harassment, even if the behavior does not meet the definition of “sex-based harassment” under the current Title IX regulations.

Any incidents of discrimination, harassment or bullying that include possible child abuse or violations of Arizona statute will be reported to law enforcement as required by law.

Anti-Bullying Pledge

Students in grades Pre-K to 6th are asked to commit to, and sign, the Anti-Bullying Pledge. The following is a copy of the Pledge, for your reference.

We, the students of Pioneer Preparatory School, agree to join together to stamp out bullying and cyber bullying at our school.

We believe that everybody should enjoy our school equally and also enjoy a peaceful life while on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying is repeated, unwanted behavior. “Cyber bullying” is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using technology. Bullying and cyber bullying cause pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

By signing this pledge, we, the Students, agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school’s policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a staff member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying/cyber bullying.
- Talk to teachers and parents about concerns and issues regarding bullying/cyber bullying.
- Work with other students and faculty, to help the school deal with bullying/cyber bullying effectively.
- Encourage teachers to discuss bullying/cyber bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying/cyber bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying/cyber bullying.
- Ensure those who allege bullying are never retaliated against.
- Agree that if I see someone being bullied/cyber bullied, I will immediately report the bullying/cyber bullying.

Dress Code

All scholars must follow the guidelines set forth by Pioneer Preparatory School regarding appropriate uniform and uniform colors. Scholars are also allowed to participate in Friday Dress Down Days as well as any other Spirit Week Events. Staff should refer scholars to the office if they believe a scholar is out of dress code. Administration will determine final say and next steps for that scholar.

Dress Code for Scholars in Grade K-6

SHIRTS –Scholars may wear navy blue, baby blue, or white polo shirts, school logo T-shirts, school-designed shirts, and approved club or activity shirts at any time. Shirts must be school-appropriate, fit properly, and display only approved school-related designs.

PANTS/SHORTS – Khaki, navy blue, black uniform pants or shorts, and approved jeans are acceptable. Pants and shorts must be worn securely at the waistline and fit appropriately. No sagging or drooping is permitted. Pants and shorts should not drag on the ground and must be appropriate for the school setting.

SKIRTS OR JUMPERS – Khaki, navy blue, or blue plaid skirts or jumpers may be worn. Skirts and jumpers must be an appropriate length and may not be shorter than 2 inches above the knee.

TIGHTS/LEGGINGS – Solid navy blue or white tights may be worn with skirts or jumpers. Leggings, sweatpants, or other athletic-style pants may not be worn underneath skirts or jumpers unless approved for weather or special circumstances

SWEATERS – Navy blue sweaters and sweater vests, without logos or writing, are the only acceptable uniform sweater. Optional – Sweaters may have the Pioneer logo.

HAIR – All scholar's hair must be neat, clean and well groomed.

SHOES – Shoes must be closed (heel and toe) and sturdy.

SOCKS – All scholars should wear socks.

Insubordination

A scholar will obey the lawful direction of any authorized staff member during the time the scholar is in school, participating in a school activity, or on school property. All scholars are expected to behave in a respectful manner.

A. *Walking Away or Talking Back:* Leaving while a staff member is talking to a scholar or talking back in a rude manner.

B. Failure to comply with proper and authorized direction or instruction of a staff member: Failure to follow any authorized direction given by a staff member.

C. Refusal to work in class: Failing to do assigned work during class

D. Refusal to report to the office: Failure to report to the administrative office as directed by a staff member.

Inappropriate Use of Computer or Internet

Scholars must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

A. Statutory Pioneer Preparatory will strive to make computers available to all scholars and to personnel who would be assisted by them. All computers are under the control of the Pioneer Preparatory School, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the administration, have been taken to protect the computer from viruses or any other potential damage. All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

B. Internet Acceptable Use Policy Pioneer Preparatory School recognizes that electronic resources of all types are becoming a vital part of education for the scholars. Because of this, Pioneer supports providing access to these resources for our staff and scholars. The Internet and e-mail within the school will be used for educational purposes only and that staff will use the guidelines established by Governing Board policy both for their own professional use and to instruct scholars in the use of these resources. Scholars who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form, which has been signed both by the scholar and a parent/legal guardian. Staff members will instruct scholars in the correct use of these resources, and scholars will read and understand the guidelines established by the school. Scholars who do not adhere to the guidelines set forth by the school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

Personal Property

A scholar will not bring or possess any object that has no educational purpose and may distract from teaching and learning. (All items will be confiscated with the item returned to the parent at a mutually agreed time.)

A. Toys, games, cards, radio, cell phone, CD's, Ipod: Possession of the above or any similar device without permission of the administration.

B. Cellular Telephone: These items must be turned to the off position and not out of view on school property. Phones are not to be out at recess or at lunch. All cell phones must be out

of view and in the off position at all times. If seen, staff may confiscate the device and turn it into the office for scholars or parents to pick up at the end of the day.

D. Other: Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, lighters, matches, etc.

Possession / Distribution of Inappropriate and/or Violent Material

A scholar must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, digital materials, explicit or graphically violent materials (e.g., instructions/documentation concerning the creation of or the use of weapons).

Profanity or Obscenity

A scholar will not use profane or obscene language or make obscene gestures.

A. Offensive Language: Cursing, or saying anything that conveys an offensive, racist, or obscene message to a scholar or a staff member.

B. Obscene/Offensive Gestures: Making any signs or gesture that conveys an offensive, racist, or obscene message to a scholar or a staff member

C. Derogatory Written Materials: Having any written material or pictures that convey an offensive, racist, or obscene message

Refusal To Allow Search

The school administration has the right to conduct a search reasonable in scope of a scholars' possessions if the administration has a reasonable suspicion that the scholar may be in possession of a weapon, illegal substance, other items prohibited by law or this Code of Conduct or that the scholar is in violation of the law or school rules.

A. Search of an Individual or his/her Possessions: A scholar must cooperate with and may not obstruct or interfere with a reasonable search of the scholars, desk, locker, backpack, purse or other possessions, which are present on school property or at a school activity.

B. Random Search of Scholars Desks: Scholar cubbies and desks are the property of the school and are assigned to the scholar with the understanding that he/she is responsible for all property placed in the locker or desk. Cubbies and desks shall be used only for storage of those items that are reasonably necessary for the scholars's school activities such as books, gym clothes, coats, school assignments, etc., and scholars should have no expectation of privacy associated with such school property. A scholar must cooperate with and may not obstruct or interfere with a random search of his/her desk or cubbie.

Sexual Offenses

A. Consensual Inappropriate Behavior: Consensual behavior that is not appropriate on school grounds (as determined by the school administrator).

B. Offensive Touching: Improper touching of an offensive or inappropriate nature.

C. Sexual Harassment: Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

D. Consensual Sex: Inappropriate activity involving willing participants..

E. Indecent Exposure: Intentional exposure of private parts of one's body when another person is present.

F. Sexual Assault/Rape or Attempted Sexual Assault/Rape: actual or attempted sexual assault or rape, as defined by Arizona law, as amended.

Theft

A scholar will not steal property or possess stolen property, or participate with others (either by presence or action) to do so.

A. School, Staff or Scholar Property: Taking and/or carrying away property belonging to Pioneer Preparatory: any staff member, scholar, or any other person without prior permission. This will include the removal of any property from a locker other than the one assigned to the scholar.

B. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

Trespassing

A scholar will not enter any school property or school facility without proper authority, to include, without limitation, entering school property during a period of suspension or expulsion.

Arson

A scholar will neither set fire nor attempt to set fire to anything on school property or participate with others (either by presence or action), including, but not limited to, damage or destroy school property through the use of fire. This will include, but not be limited to striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at school-sponsored or school-related activities that are on or off school property.

Vandalism

A scholar will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; including, but not limited to, school property, at a school-sponsored or school-related activities on or off school property, or property belonging to a school employee. A scholar or parent/guardian will be held financially responsible, to the full extent allowed by Arizona law, for willful or malicious destruction of property.

Weapons and Dangerous Instruments / Objects

This School is a Weapon Free School Zone. Individuals are not allowed to possess dangerous instruments, weapons, simulated weapons, or similar devices while on School property or at a School-related event. Students are prohibited from possessing devices capable of inflicting bodily harm while at School, attending a School activity or on a School trip. Any student who is aware of a weapon brought to school shall notify a teacher or Administrator immediately. The School may expel a student if the student possesses a dangerous instrument or weapon on school property. Subject to the additional requirements for students in grades K-4, such expulsion is mandatory and will be imposed in accordance with the Student Code of Conduct and Arizona law, unless the School establishes that the dangerous instrument or weapon was not knowingly possessed by the student or the School determines extenuating circumstances that warrant a lesser consequence. Any possession of a dangerous instrument or weapon on School property will immediately be reported to the student's parent/guardian and local law enforcement.

A scholar will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. All items will be confiscated and will not be returned.

Special Note: Any scholar who inadvertently possesses or finds a weapon or substance that may subject a scholar to punishments may or may not be recommended for this sanction if the scholar voluntarily surrenders the property to a school staff person. This must be done as soon as the scholar realizes that he/she is in possession of the weapon or substance.

A. Toy Knife: Possession of any size or shape toy knife.

B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile: May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

C. Laser lights: Pointing devices that can cause serious injury to the eyes.

D. Knife: Simple Possession – Blade 2 ½ inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

E. Simple Possession – Blade greater than 2 ½ inches: Possession of any knife longer than 2 1/2 inches, regardless of intent.

F. Razor Blade/Box Cutter: Possession of a razor blade, box cutter or similar device for cutting,

G. Camouflaged Weapon: Knife blades or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

H. Ammunition: Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

I. Fireworks, Small Explosives: Possession of firecrackers or small explosive devices including caps and snapper pops.

J. Explosive: Any device containing combustible material and a fuse.

K. Spray: Possession of chemicals such as Mace or pepper sprays.

L. Bomb: Any device brought to school that contains combustible material.

M. Other: Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, tasers, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

Terms of Suspension

Any student suspended for 10 days or less during a school year at Pioneer Preparatory will be allowed to make up the school work missed and receive full credit for completed work. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension. Suspensions will result in the loss of participation in athletics and extracurricular activities for the quarter in which the suspension occurred.

Legal Disclaimer:

Nothing in this policy is intended to contradict local, state or federal laws or binding directives from the Arizona State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the Arizona State Board of Education, the respective law or directive supersedes this Code of Conduct

Parent Involvement Policy

PPS encourages an atmosphere in which parents, administration and faculty join in a partnership to foster the mission of PPS. This partnership offers an environment for collaboration and exchange of information between school and parents. All parents should volunteer for activities.

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I. The Director of the school will present the information.
3. Parents will receive information on all parent programs a minimum of one week in advance.
4. Parents will receive the email address of their child's teacher in the welcome letter sent to parents and scholars at the start of school.
5. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher.
6. Parents have the opportunity to review materials on how they can improve their child's academic achievement in the parent resource area. Parents should contact the teacher and director to set up an appointment for the resource area. Additional support may be provided at the parents' request.
7. Parents that need documents written in Spanish will have the opportunity to select "Spanish Materials" on the application for enrollment and registration forms at PPS.
8. Parents will sign the **Pioneer Preparatory Parent-Student Contract**, which is a written agreement of what schools and parents are each supposed to do to help scholars achieve.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the school Director by phone or email.

Search and Seizure Policy

1. The School Board recognizes that the privacy of scholars and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
 - a. As used in this policy, "reasonable cause for a search" means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - i. Evidence of a violation of the student conduct standards contained in the student handbook; or

- ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. Any storage areas provided for student use on school premises remain the property of the school and are provided for the use of the scholars subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a storage area that is the property of a school is presumed to have no expectation of privacy in that area or the area's contents. No student shall lock or otherwise impede access to any storage area except with a lock provided by or approved by the Director of the school in which the storage area is located. Unapproved locks shall be removed and destroyed.
3. The Director, or a member of administrative staff designated in writing by the Director, may search an area and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause.
4. Where the area to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
5. The Director, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than an area when the person conducting the search has reasonable cause for a search.
6. The Director, or another member of the administrative staff, may search the person of a student during a school activity if the Director has reasonable grounds for a search of that student.
- Searches of the person of a student shall be limited to:
 - Searches of the pockets of the student,
 - Any object in the possession of the student such as a purse or briefcase.
7. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, or shoes shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
8. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Director or the Director's designee until it is presented at the hearing,
 - b. Returned to the parent or guardian of the student from whom it was seized,

- c. Destroyed if it has no significant value, or
 - d. Turned over to any law enforcement officer in accordance with this policy.
9. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
- a. Returned to the parent or guardian of the student from whom it was seized,
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.
10. The Director, or a member of the administrative staff designated in writing by the Director, may request the assistance of a law enforcement officer to:
- a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.
- Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Emergency Procedures

A school-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the Director, is responsible for the implementation of any needed procedures related to the crisis in the school building.

Fire, Lockdown, and Inclement Weather Drills

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Phoenix Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review fire exit procedures with scholars on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If scholars are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

Moment of Silence

In compliance with Arizona law, the School will observe a moment of silence at the beginning of each school day. Parents are encouraged to discuss with their children how best to use the moment of silence. Students who interfere with other students' participation in the moment of silence are subject to disciplinary action.

Accidents

All children experience minor scrapes and bruises. The school nurse maintains a log of all children seen on a daily basis. For more serious incidents, an Accident Report Form is completed and

maintained by the school nurse. Instances of serious accident may include some or all of the following procedures:

1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

Child Abuse Protocol

Arizona law requires immediate reporting of suspected child abuse to the Department of Child Services and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

McKinney-Vento Homeless Education Assistance Act

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in No Child Left Behind as Title X-C. The 2002 reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non homeless peers.

Housing Information

If your family lives in any of the following situations:

- In a shelter
 - In a motel or campground due to the lack of an alternative adequate accommodation in a car, park, abandoned building, or bus or train station.
 - Doubled up with other people due to loss of housing or economic hardship
- your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act ("eligible children").

Educational Assistance under McKinney-Vento

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in a new school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference. If the school believes that the school you select is not in the best interest of your children, then the school must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive reasonable transportation to and from the school of origin, if you request this and assuming that your children comply with all behavioral requirements for such transportation.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, please ask any front office staff member or school Administrator to connect you with the School's Homeless Liaison.

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education at: 1-800-308-2145 or homeless@serve.org or visit the website: <http://nche.ed.gov>. The Arizona Department of Education's Homeless Education Program Coordinator contact information is: Phone – 602-542- 4963; Email – Homeless@azed.gov; Website: www.azed.gov/homeless

Emergency Contacts

In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact person changes.**

School Closings or Late Starts

If school is closed or the opening delayed due to inclement weather, power outage or other problem, phone calls /texts to all parents will be made by using Pioneer's call out system. Closings and delays will also be posted on social media.

Only under extreme circumstances does a school closing occur once scholars have arrived. If an early closing should occur, parents are notified of early dismissal. Parents/guardians of scholars will need to pick up their children by the time of closing.

Closings during the day are announced on social media and phone call/text. Please call the school if you are in doubt.

Bomb Threat

Any statement, notice or threat, false or otherwise, verbal or written, indicating the presence or alleged presence of a bomb or explosives on school grounds, a school bus, or at any school activity.

Breaking and Entering

A scholar will not break into or unlawfully remain in or on school property. This will include any unauthorized entry into or presence in or on school property with or without destruction to the property.

Burglary

Unlawful entry into or onto any school property with the intent of committing any felony or to steal or take and carry away any property.

Extortion

A scholar will not take or threaten to take the property of others through intimidation.

A. Attempted: Use of threats or intimidation in an attempt to obtain money or property from another.

B. Actual: Use of threats or intimidation to obtain money or property from another.

False Alarm

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

Firearms

A scholar will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns.

A. Possession of any other weapon or weapon-like device other than a firearm: Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

Habits of Health

Administration of Medication

Whenever possible, medication should be taken at home unless indicated by a medical provider. ANY medication that has to be given at school MUST be brought to the Health office by the parent or other designated adult. Along with the medical provider's orders or Pioneer's School Medication Administration Form with parents' consent signature for each medication to be given at school. Students are not allowed to carry medication to administer themselves, except for asthma inhalers or an Epi-Pen with medical provider's approval. Teachers are not allowed to hold or administer medication at school, except during school related field trips and first aid situations.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or new provider's orders.

All medications brought to school MUST be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the

container has his/her name on it. All medications must be accompanied by a Medication Administration form, including

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication not in the original container with the child's name on it will be held at Pioneer's health office for a parent to pick up. Any medication that is NOT picked up will be discarded at the end of the school year following proper disposal procedures.

Permission to Administer Over-the-Counter Medication

Over the counter medications (Children's Acetaminophen, Children's Ibuprofen, Children's Benadryl and Children's Turns) will be administered following manufacturer's orders, unless a written order is provided to the health office. No over the counter medication administered by mouth will be given during the last four hours of school.

Parents must complete and sign the Medical Condition Form and the Consent Form for Over-the Counter-Medication Form every school year.

Prescription Medication

The school nurse administers prescription medications when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the school nurse in a pharmacy or manufacturer-labeled container.
3. The label must state:
 - a. Student's name
 - b. Name of the medication
 - c. Dosage
 - d. Directions for use
 - e. Physician's name
 - f. Expiration date of a time-dated medication

Medications

Scholars are not to have prescription or non-prescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking

medications. The rule is to allow legal medications to be dispensed by the school nurse or proper school authorities. Any new medications given to scholars must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense the medications. The only exception to this is when a Doctor gives permission due to medical necessity for the scholar to carry a specific medication (for example; an inhaler) on his or her person and that a permission letter must be on file with the Pioneer's office/nurse staff.

Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other scholars in the grade level homeroom if recommended by the medical provider or Arizona Health Department. If a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

PPS follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health. In the chart below are guidelines that apply to how long a child should stay at home if common childhood diseases and conditions should occur.

Doctor/Dentist Appointments

All appointments are strongly urged to be scheduled after school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. **Scholars cannot be released unless an authorized person listed on the emergency card is present.**

Health Requisites

Pioneer Preparatory School follows state law concerning proper immunization and requires that immunization records be on file before a student is allowed to attend school. All scholars must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations with Pioneer for their child(ren).

Illness and Items of Interest

- PPS does not provide under clothing for students in the event of an accident. Extra uniform shirts and shorts/ pants are available but limited and depend on donations made to the health office. Students may loan a uniform if parents cannot be reached and a uniform is needed for minor incidents. We ask that uniforms are returned to PPS **laundered in a timely manner. Pioneer does have a washer and dryer on site for family use.**
- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely manner.**

- **As a preventive measure the school nurse will perform monthly head lice checks for all students**

- Any student diagnosed with lice or nits can not attend school and must be nit free before returning to school; the student needs to be cleared by the School Nurse before returning to class. The best way to remove lice is using a lice shampoo intended for lice removal following instructions on the label or box combined with nit removal by hand if necessary, wash all clothing, hats, hair accessories and backpacks, in hot water and remember to check all members in the house and provide treatment to all the affected members at the same time if needed. Nit removal is important as some eggs will survive after the shampoo treatment and students may need a second treatment again in 7-10 days after first treatment. Following this process will allow the affected student three excused absences from school to be treated with head lice.

- DO NOT send your child to school if they had a fever above **101.5 degrees or more** within the last **12 hours**. If they complain of feeling ill, please check their temperature before sending them to school.

- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 12 hours**.

- If your child has been diagnosed with **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

- If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, they should not come to school until a diagnosis has been determined or the symptoms have disappeared without the use of over the counter medication within a 12 hour period. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the Health office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency sheet is called. *It is essential that parents list people on the emergency sheet who are able to pick up the student if the parents cannot be reached.*

Injuries

All incidents/injuries are evaluated on a case-by-case basis. If further medical assistance is necessary, the parent/guardian will be called. For any head injury, regardless of severity, the parent/guardian will be called. For any life-threatening condition or injury, 911 will be called immediately, followed by a call to the parent/guardian.

Life-Threatening Food and Non-Food Allergies

The parent/guardian of any student with a potentially life-threatening allergy (food or non-food) must notify School staff and submit an Action Plan upon enrollment and annually thereafter. Action

Plans are effective only for the current school year and must be updated annually. The Action Plan may require the student to carry an epi-pen at all times, and the student's parent/guardian is responsible for providing an epi-pen to the student.

For life-threatening food allergies, the School will:

- Notify all pertinent staff of the allergy and the appropriate response to an allergic reaction.
- Provide a posted notice, as needed, alerting everyone to the issue (e.g., "peanut-free zone" posted on classroom door).
- Provide a designated area for students with life-threatening food allergies to eat lunch.
- Provide disinfectant wipes for students to use as they deem necessary.
- Notify parents in specific classes regarding any restrictions on lunch box items or food for events, such as class parties.

These precautions cannot ensure that a student will not come into contact with the substance that may cause an allergic reaction, and parents/guardians should ensure that their child understands this and knows what precautions to take and how to respond to an interaction with an allergen.

Chronic Illness

The parent/guardian of a student with a chronic illness, including diabetes and seizure disorders, should contact the School Office to obtain information about creating a chronic illness management plan, including a diabetes management plan or a seizure management and treatment plan. The parent/guardian is responsible for complying with the requirements of state law related to such plans. A chronic illness plan must be submitted annually for a student; a management plan submitted for a previous school year is not valid in subsequent school years.

Screening Tests

Pioneer Preparatory works with State and local health agencies to conduct age appropriate vision and hearing screenings. Screening procedures can only identify potential or existing hearing or vision problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

Animals on Campus

Animals can pose various health and safety concerns to a school community, such as allergic reactions, bites, and disease transmission. The purpose of this policy is to provide for the health and safety of students, faculty, staff, and visitors.

Except as specified below, dogs, cats, birds and other pets or animals are not allowed on Pioneer Preparatory School's campus, except in the school parking lots. When an individual has an animal in a school parking lot but outside of a personal vehicle, the owner must keep the pet leashed, properly attended, and under control at all times. If a member of the School administration determines that the animal is not under appropriate control, the pet owner will need to immediately remove the animal from the parking lot, and the owner may be instructed that the pet may not be outside of a personal vehicle in the future.

The following animals are allowed on Pioneer Preparatory School's campus:

- A service animal, while the animal is performing tasks for the individual they accompany. A "service animal" is an animal specially trained to perform one or more specific functions or activities of daily living for an individual with a documented disability. Service animals do not include pets, emotional support animals, comfort animals, therapy animals or any other animals that do not qualify as "service animals" under the American with Disabilities Act or any other applicable law.
- Police K-9s and other dogs that work for emergency personnel.
- Animals that are officially part of the School's curriculum or activities and for which permission has been granted by the School administration.

Technology

Technology Code of Conduct

Pioneer seeks to ensure responsible, respectful, and safe utilization of technology resources. By adhering to these rules, scholars contribute to a positive digital environment that fosters learning, collaboration, and digital citizenship. Together, we can make the most of our technological resources while promoting a culture of respect and integrity.

Additional family resources are available at <https://www.commonsense.org/education/family-resources>

1. Purpose and Responsibility:

Use of our computer network is a privilege granted to scholars in support of education and research related to assigned schoolwork. All of the rules must be followed. Disregarding them may result in consequences such as loss of computer network privileges, detention, or suspension.

2. Appropriate Use:

Scholars are permitted to use the network solely for activities that support education and research related to assigned schoolwork. When engaging in online communication, scholars must maintain a polite and respectful demeanor at all times.

3. Prohibited Activities:

The network must not be used for any illegal purpose. This includes activities such as tampering with computer hardware or software, unauthorized entry into computers, or deliberate vandalism or destruction of computer files. Such actions may be considered criminal offenses under state and federal law.

4. Copyright Compliance:

Scholars must respect copyright laws and adhere to rules regarding software, information, and attribution of authorship. Copying copyrighted material without permission is strictly prohibited. Installation of software, other than what is provided by the school, is not allowed.

5. Content Restrictions:

Any use of the network involving obscenity, profanity, racism, sexism, personal attacks, harassment, or the sharing of offensive messages or pictures is strictly prohibited.

6. Account and Password Security:

Scholars are responsible for the security of their own accounts and passwords. Sharing passwords and/or accounts is strictly prohibited. Any violations of the policy that can be traced to an individual account will be considered the sole responsibility of the account owner.

7. Unauthorized Access:

It is against policy to attempt to use the accounts and passwords of others, use pseudonyms or anonymity, or attempt to access information belonging to others without proper authorization.

8. Network Performance:

It is against policy to knowingly degrade the performance of the network. Activities such as sending electronic chain letters or "mail-bombs" are strictly prohibited.

9. Reporting Violations:

Scholars who become aware of any violations of these policies must immediately report the information to their teacher, Director, or staff.

10. Additional Guidelines:

In addition to the above rules, scholars are expected to adhere to any further guidelines or instructions provided by the school or network administrators to ensure a safe and productive online environment. Failure to comply with these guidelines may result in severe consequences.

- Each classroom has a cart of chromebook laptops. Each student is assigned one laptop within the case by their teacher. The student is the only authorized user of their assigned laptop. Students must never share or swap laptops with another student. Keep passwords CONFIDENTIAL.

- Do not EAT or DRINK near a laptop.
- Do not remove labels or asset tags.
- The laptop is property of Pioneer and all content (software, email, Internet usage) will be monitored.
- If your student damages a device, you will be responsible to pay for repairs or replacement.

Children's Online Privacy Protection Act (COPPA) Notice

In 1998, Congress enacted COPPA to enable the Federal Trade Commission to issue and enforce rules protecting the online privacy of children under the age of 13. The COPPA Rule applies to operators of commercial websites and online services, including those used by Pioneer Preparatory School to provide educational technology services. The rule requires operators to provide clear and comprehensive online privacy policies describing their practices involving personal information collected online from children.

Pioneer Preparatory School is authorized under COPPA to consent to these policies on behalf of parents for the limited purpose of facilitating student access to educational technology, where the operator collects personal information from students solely for the use and benefit of the school, and for no other commercial purpose. This information is typically limited to a student's name, age, grade level and email address. Operators are required to limit their use of student information to the educational context authorized by the school and to delete student personal information once the information is no longer needed for its educational purpose.

Pioneer Preparatory School takes student privacy seriously and reviews the privacy and data collection policies of every online provider prior to approval. Parents may obtain the list of online sites and operators used by the school for the current school year, and their privacy policies, by contacting the School's Director.

New COPPA regulations are being considered by the Federal Trade Commission. The School will comply with those new regulations, as applicable, and will provide updated disclosures to parents/guardians if required to do so by the new regulations.

Technology Usage Policy

This is a plain language summary of the Technology Usage Policy. The 14 page legal version fully explains each subsection.

The longer policy can be accessed at <https://docs.google.com/document/d/1wIXILbP8yyNDPHDjitlohWOtz7vcTyvI729HVyQfPPM/> or requested from the technology department.

i. Internet Safety Goals Pioneer gives students computers and internet access to help them learn. Pioneer expects students to use the school internet for learning only.

ii. Rules for Using Technology Students must follow school rules when using computers. Students will learn how to use the internet safely and responsibly.

iii. What Not to Do Students must not use Pioneer's technology for the following:

1. Breaking any U.S. or Arizona laws.
2. Accessing or sharing harmful or illegal content.
3. Cyberbullying or threatening others online.
4. Doing anything that could get Pioneer in trouble.
5. Violating copyright laws.
6. Hacking into systems or files.
7. Sharing passwords or confidential information.
8. Giving out personal information without permission.
9. Using computers for personal business.
10. Disabling security software...

iv. Children's Internet Protection Act (CIPA) Pioneer uses software to block harmful content online to protect students. This protection can be turned off for adults if needed for legal purposes but never for students.

If a student thinks a website is wrongly blocked, they can fill out a form on the block page for the technology department to review it.

v. Supervision and Monitoring Staff will watch how students use the internet to make sure it is safe and follows all rules. Browsing history and other data is stored for investigation purposes.

vi. Blocking Inappropriate Content Pioneer will make sure inappropriate content is blocked through filtering software. Inappropriate content that evades the filter will be added to the block list as soon as possible.

vii. Using Computers in Class Teachers will use age-appropriate materials and help students find accurate information. Students must follow all school rules when using computers.

viii. Privacy Pioneer owns all the computers and can check anything on them at any time. Students and other users have no privacy on school computers.

ix. Email Students will get email accounts for school use and will be monitored by staff. Students must not cyberbully, hack into systems, spread viruses, or use the internet for illegal activities.

x. Chat Students can only use any form of chat or texting for educational purposes with permission.

xi. System Security Students must keep their passwords private and report security issues immediately.

xii. Confidential Records Student and employee records are private and must only be used for legitimate purposes.

xiii. Communication Safety Students must:

1. Not share personal information without permission.
2. Not agree to meet someone from online.
3. Report any inappropriate messages to a teacher.

xiv. Copyright Students and staff must respect copyright laws. They should only share or post original work or work that is for educational purposes.

xv. Remote Access Students that access school systems from outside must follow all rules.

xvi. Warranties Pioneer is not responsible for any damage or data loss on its computers. Users must be cautious with the information they find online.

xvii. Limitation of Liability Pioneer is not liable for any problems with using its computers or the internet. Parents should discuss internet use with their children.

xviii. Account Deletion When students leave Pioneer, their accounts will be deleted. Families should save important files beforehand.

xix. Discipline Pioneer will work with authorities if illegal activities are found. Breaking these rules may lead to disciplinary action.

xx. Student Data Privacy Pioneer protects student data as much as possible and follows all laws. Approved digital tools are reviewed to ensure safety. Unapproved tools might not follow these rules and may collect some user data such as location or other advertising metrics. Students are not allowed to link their email account to unapproved sites to make sure their names are not shared.

Computer Misuse

Consequences of a violation of any of the Technology Code of Conduct or any other portion of the Technology Usage Policy may include:

- Parents/guardians may be contacted;
- Disciplinary action, including expulsion, may be imposed;
- Student/parent may be held financially responsible for any damages caused by violation of the Technology Usage Policy, including personnel costs related to fixing any damages; and/or
- Student may be banned from the computer lab or have their Chromebook confiscated for a prescribed time or for the remainder of the school year.

1 on 1 Technology

Pioneer Preparatory School provides individually assigned technology devices to all students. The purpose of ensuring 1-to-1 technology access is to support each student’s ability to benefit from technology as an educational tool. Excellence in education requires the seamless integration of technology throughout the academic program, and increasing access is essential to future success. Daily use of technology empowers students to learn to their full potential and prepares them for the real-world demands of college and the workplace.

Technology Damage Fees

The fee schedule for damage/repairs is currently as follows, but may be updated during the school year:

BROKEN SCREEN \$40 MISSING OR DAMAGED CHARGER \$20			
BROKEN PORTS	\$200	DAMAGED TOUCHPAD	Up to \$125
BROKEN FRAME	Up to \$125	OTHER DAMAGES NOT LISTED	TBD by admin

No Expectation of Privacy

The School has the right to monitor, inspect, review, or retain any electronic communication sent or received over the School’s network, including, but not limited to, websites students have visited and information or documents accessed or downloaded by students. Students do not have an expectation of privacy while using the School’s network or technology.

Video Surveillance System Policy

Pioneer Prep makes limited use of video surveillance systems on our campuses. Video surveillance systems are primarily used to record access at building entrances, monitor the hallways, and provide surveillance of the exterior of the buildings.

Video surveillance cameras are generally not used to observe employee work areas, and are never used in areas where people would have an expectation of privacy, such as restrooms. Video surveillance is used for the primary purpose of safety of our students and families.

Additionally, video surveillance allows for after-the-fact investigation of crimes committed against the school. Any video associated with a specific incident is converted into a permanent video clip and stored for the duration of the investigation. Evidence in civil or criminal proceedings are kept indefinitely unless otherwise directed by law enforcement.

Management/Monitoring of Video Surveillance Systems

Pioneer Prep is responsible for the management of all video surveillance systems used on the campuses. Assigned personnel generally view video surveillance cameras on a periodic basis throughout the day, or in response to a specific incident. However, the video surveillance system is not monitored on a continuous basis.

Video Surveillance Recording

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

Pioneer Prep has exclusive control of the release of video recordings produced by this system. Recorded video is not made directly available to Pioneer Prep employees or the general public. In the event that a security/safety incident occurs, employees should report the incident to their supervisor and the Director as soon as possible.

If the event occurred in an area where video surveillance coverage is available, the appropriate personnel will review the recorded video and make a determination if any video relevant to the incident is available. This video will be used by the administration to investigate and resolve the reported security/safety incident.

If a crime has been committed, non-employees should be encouraged to report it to the police. All requests for video recordings by law enforcement should be coordinated through the front office.

Use of Student Work and/or Likenesses

Students may be interviewed, photographed, audiotaped, or videotaped by the School, and such materials, including students' likenesses, may be used for promotional purposes in parent communications, promotional materials, press releases, on their websites, or on social media. The School may also seek to display, present, or publish student work product in its buildings or on social media. The School will not pay or provide any type of remuneration to families or students for the use of a student's likeness or work product for the promotional purposes described above. The School will comply with federal and state student privacy laws in connection with such promotional uses.

The School may also submit student work, photographs, or audio or video recordings of students to third parties for educational purposes, including for grant submissions, contest submissions or other contests or applications that are related to the School's educational mission.

You may deny permission for the School to use your child's likeness and/or work product for the promotional purposes described above by completing a Promotional Media Opt-Out form, which is

available from the School Office. The Opt-Out form is valid only for one school year and therefore, even if you have opted out in previous years, you will need to submit a new form each school year to confirm your wishes. The Opt-Out form does not automatically include the School's yearbook in your refusal. If you wish to ensure your child is not included in the yearbook, there is a specific box for you to check on the Opt-Out form. If you do not submit an Opt-Out form for any or all school years, the School may use your child's likeness and/or work product for the purposes described above, and the School cannot and will not later remove or delete your child's likeness and/or work product from any materials, websites or social media where it may appear.

The Opt-Out form applies only to the promotional use of your child's likeness or work product. The School may live-stream, video record, or photograph major school events, such as picnics or end-of-year and graduation ceremonies, and your child's likeness may be captured and broadcast or published in some way at such events, including posting to social media or being included in a group event photo in the yearbook. By allowing your child to attend such an event, you acknowledge the public nature of such events and consent to the potential recording and broadcasting of your child's likeness at the event. The Opt-Out form also does not apply to the School's use of your child's likeness or work product for the educational purposes set forth above.

Phones

Cellular phones and other communication devices are not recommended to be brought to campus. Students will not be permitted to use their cell phone while on campus. Scholars who ask and receive permission may use the school office telephone.

Visitor Procedures

1. Purpose and Scope

This policy outlines the safety and procedural requirements for all campus visitors during school hours. It applies to parents, guardians, volunteers, guest speakers, contractors, and any other individuals visiting school facilities, including classrooms, cafeterias, playgrounds, and other areas where students are present.

2. Visitor Check-In and Identification

To maintain a secure learning environment, all visitors must enter through the main/front office. All other entry points remain secured during school hours.

All visitors are required to:

- Sign in at the front office upon arrival.
- Present a valid photo ID for verification.
- Wear a visible visitor badge provided by the school at all times while on campus.
- Sign out and return the visitor badge upon departure.

Failure to comply with these procedures may result in denial of entry or removal from campus.

3. Background Clearance and Supervision

Any individual who intends to visit the campus regularly or work directly with students must:

- Possess a valid Arizona Fingerprint Clearance Card, or
- Complete a state and federal background check in accordance with Arizona law.

Volunteers or visitors without appropriate clearance must be accompanied by school staff at all times. Unsupervised access will not be permitted under any circumstances.

4. Scheduling and Advance Notice

Classroom observations, volunteer activities, or special visits must be scheduled in advance and approved by school administration—preferably with 24 to 48 hours' notice. Visits should not disrupt classroom instruction, testing, or planned school activities.

5. Campus Access and Conduct Requirements

All visitors are expected to adhere to the following guidelines while on campus:

- Access only those areas for which they have received prior approval.
- Refrain from interacting with students unless directly authorized by school staff.
- Do not photograph or record any student other than their own child without written consent from the school and the child's guardian.
- Children who are not enrolled at the school, including younger siblings, are not permitted to accompany visitors during the school day.

Pioneer Preparatory School maintains a Zero Tolerance policy towards drugs and alcohol possession and use on campus. This policy applies to all campus visitors.

Disrespectful or threatening conduct towards teachers, students, administrators, or other parents will not be tolerated pursuant to A.R.S. § 15-507, A.R.S. § 13-2911, and other Arizona law.

All visitors must conduct themselves in a respectful, professional, and non-disruptive manner. Inappropriate language, behavior, or dress may result in immediate removal from campus and/or suspension of visitation privileges.

Parent Communication

Most school communication with parents is by class dojo, email and phone call. It is, therefore, vital that we have your current email address and phone number on file. Parents are solely responsible for promptly updating their email addresses and phone number with the School when

the addresses change. Please remember to update any changes to your address, phones, or email to Pioneer Preparatory School. This School uses *School Messenger* to communicate with parents by telephone, email and/or text message. If you do not have e-mail, copies of communications, notices, etc., can always be obtained in the School Office.

If you wish to speak to your child's teacher for any reason, please schedule an appointment. Appointments may be made by email or phone. Teachers will provide you with a preferred contact method at the beginning of the year. Walk-in discussions disrupt classroom learning, and even after school, often interrupt scheduled clubs and tutoring. Your child's teacher is happy to speak with you about any concerns you may have, but a scheduled appointment ensures both that you have uninterrupted time with the teacher and that scheduled activities are not interrupted. Likewise, please do not phone the classroom during the day to discuss concerns, as this again disrupts the class learning time. School-day phone calls should be limited to emergencies through the office.

Appointments with an administrator may be made by contacting the secretary in the School office. Please call to schedule an appointment.

Parent and Student Complaints

While the School encourages and supports regular communication, it acknowledges that there are times when a student or a parent/guardian may wish to make a specific complaint. The procedures set forth below are for informal resolution of complaints.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the best way is as follows:

1. Parents should encourage their child to talk with the teacher.
2. Parents should encourage their child to talk with an administrator.
3. If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany his/her child and talk with the teacher or administrator.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:

1. Communicate with the teacher via email or meet with them by appointment. Teachers can explain classroom situations from an adult perspective and from a professional perspective, and often that will resolve misunderstandings.
2. If the problem persists after a reasonable time, talk with the teacher again.
3. If the problem is still not resolved, make an appointment with the teacher and an administrator (Assistant Director).
4. If the problem is not resolved after meeting with the teacher and an administrator, make an appointment with the Director. To initiate a meeting with the Director, please contact the administrator via phone or email.
5. If, after meeting with the Director, an issue is still not resolved.

The School's Title IX Sexual Discrimination Policy and Sexual Harassment Grievance procedures

govern complaints under Title IX.

Supporting Our School

There are many ways parents can support our School, and parental support of all kinds is always welcome. Examples of ways you may actively involve yourself in supporting our School include:

- Volunteering in your child's classroom.
- Volunteering to help with lunch service, School Office support, or similar.
- Volunteering for specific on-campus activities, such as picture day.
- Participating in parent groups and school support activities.
- Chaperoning field trips or extracurricular activities.
- Volunteering to coach sports or share your professional skills with a particular club or school course/program.

Your donations are also always appreciated. Donations may be in the form of classroom supplies, specific items to support a particular class or program, or financial donations in any amount. Please contact the Director regarding any donations other than supplies of a nominal value.

One of the best ways you can support this School and with no ultimate cost to you is by taking advantage of the Arizona Extracurricular Activity Tax Credit. Anyone who pays taxes in the state of Arizona can take advantage of this tax credit and support the school of their choice. Tax credit contributors may generally support a wide range of programs at a school or may be used to pay fees for a specific scholar's participation in an extracurricular opportunity.

Tax credit and general donations can be made in the School office or securely online at <https://form.jotform.com/251744861526058> (click on SUPPORT US).

Fundraising

All school-related fundraisers led by scholars, staff, or club volunteers, whether in school or outside of school, require prior approval from the School Administration. All funds raised must be deposited with the School office. Items generated through fundraising (e.g., camera for club use; iPads for class use) are the property of the School.

PIONEER PROFESSIONAL STAFF

Board Meetings

The school's Board of Directors holds the charter to PPS. It sets the policies of, and governs the terms by which the charter is issued. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school 48 hours prior to each meeting and on the school website.

Pioneer Family Handbook 26-27

SIGNATURE PAGE

Scholars must turn in this signature page to the homeroom teacher **BEFORE** they can participate in any school activities, including use of PPS-CFA computers.

- Inclement Weather, Arrival and Dismissal
- Absence and Tardy Policy
- Field Trip Policy
- Uniform Policy
- Medication Administration Policy
- Student Code of Conduct
- Academic Accountability Policy
- Plagiarism Policy
- Family Agreement Policy
- Media Release Policy
- PPS-CFA Acceptable Use Policy - Use of Computers

We the undersigned parent and scholar have read and agree to abide by ALL the above policies outlined in this Parent/Scholar Handbook.

PARENT NAME _____

PARENT SIGNATURE _____ Date: _____

SCHOLAR NAME _____

SCHOLAR SIGNATURE _____ Date: _____

Should you have any questions or concerns about any of these policies, please call the office at 623.933.3733



MEDIA RELEASE FORM FOR CURRENT AND NEW SCHOLARS

SCHOLAR NAME: _____
Last First

__ I UNDERSTAND AND AGREE that **my child's picture may be taken at school or during outside school activities** and used in the school news, local newspaper, ConnectCFA national magazine, PPS-CFA's website or Facebook and Twitter pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

__ I DO NOT GRANT PERMISSION for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the PPS-CFA's website or Facebook and Twitter pages or any video that may appear on TV or the website.

__ I DO NOT GRANT PERMISSION for **my child's written school work or written articles** to be published and used in the school news, local newspaper, ConnectCFA national magazine, PPS-CFA's website or Facebook and Twitter pages; or any video that may appear on TV or the website.

IT IS IMPERATIVE THAT THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.

Please sign, date, and return to Pioneer.

Parent Signature Date

Pioneer Preparatory School
6510 W. Clarendon Ave.
Phoenix, AZ 85033
623.933.3733

Manual Familiar de Pioneer 26-27

FIRMA PAGINA

Los estudiantes deben entregar esta hoja de firma al tutor antes de que puedan participar en ninguna actividad escolar, incluyendo el uso de las computadoras PPS-CFA.

- Mal clima, llegada y salida de la escuela
- La ausencia y tardanzas
- Política de viaje de campo
- Política de Uniforme
- Administración de medicamentos
- Política Código de Conducta del estudiante
- Política de Responsabilidad Académica
- Política de plagio
- Política de acuerdo familiar
- PPS-CFA Política de Uso Aceptable - El uso de computadoras

Nosotros, los firmantes, los padres y el estudiante hemos leído y aceptamos cumplir con todas las políticas anteriormente descritas en este Manual para Padres y Estudiantes.

Nombre del guardián _____

Firma del guardián _____ Fecha: _____

Nombre del estudiante _____

Firma del estudiante _____ Fecha: _____

Si tiene cualquier pregunta o preocupación acerca de estas políticas, por favor llame a la oficina al 623.933.373



MEDIA FORMA DE PRENSA PARA ESTUDIANTES ACTUALES Y NUEVOS

ESTUDIANTE NOMBRE : _____

Apellido

Nombre

___ YO ENTIENDO Y ACEPTO que **la foto de mi hijo/a se puede tomar en la escuela o durante las actividades fuera de la escuela** y se utiliza en las noticias de la escuela, periodico local, la revista Connect CFA nacionales, el sitio web PPS-CFA o páginas de Facebook y Twitter, o en el caso de video, puede aparecer en la televisión o la página web. Además, estoy de acuerdo que la publicación de un artículo o trabajo en la escuela también puede aparecer en los lugares antes mencionados.

___ YO NO DOY PERMISO para **fotografiar a mi niño/a** a ser destacado en noticias de la escuela, los periódicos locales, la revista Connect CFA nacional, la página web de PPS-CFA o páginas de Facebook y Twitter, o cualquier video que pueden aparecer en la televisión o el sitio web.

___ YO NO DOY PERMISO para que el **trabajo de mi hijo/a en la escuela por escrito o artículos escritos** para ser publicados y utilizados en las noticias de la escuela, periodico local, la revista Connect CFA nacionales, el sitio web PPS-CFA o paginas de Facebook y Twitter, o cualquier video que pueden aparecer en la televisión o el sitio web.

ES IMPERATIVO que este formulario sea devuelto a la escuela para ser archivado en RECORDS académico de su hijo/a.

Por favor firme la fecha y devuelva a Pioneer.

firma de padre

fecha

Pioneer Preparatory School
6510 W. Clarendon Ave.
Phoenix, AZ 85033
623.933.3733



Parent Complaint Form

If you have tried unsuccessfully to resolve your complaint with your child's teacher or a staff member and wish to take the matter further, please complete this form and submit it to the appropriate Pioneer Preparatory School representative.

If you have a complaint about sexual harassment under Title IX, please contact the School's Title IX Coordinator for information about the School's Title IX policy and filing a formal complaint under Title IX.

Parent/Guardian Name: _____

Name of Child: _____

Phone: _____ Email: _____

When (date and approximate time) did you initially discuss your concern with a Pioneer Preparatory School representative?

What was the result of the discussion?

Please explain your concern (attach sheets as necessary).

What does a resolution to your concern look like?

Signed _____ Date _____

Should you have any questions or concerns about any of these policies, please call the office at 623.933.3733